County of Jefferson – Employee Job Description

Department: Adult Probation

Position Title: Administrative Assistant
4231-114

Pay Classification: $17.25/hour
Minimum of 35 hours per week
County Pension
Insurance Benefits
12 Paid Holidays per year
Paid Time Off (Personal, Sick, & Vacation)

FLSA Status: Non-Exempt
Union – Court Appointed

Reports To: Chief Probation Officer
Probation Supervisor

Objective:
To perform clerical support services for Adult and Juvenile Probation and Parole Departments and manage the flow of necessary statistical information and documents to appropriate county employees or appointed individuals.

Qualifications:
A. Education/Training:
   1. High School Diploma or equivalent required.
   2. Associate's Degree in Business or Social Science preferred.
   3. Valid driver's license preferred.
B. Work Experience:
   1. 2-3 years work experience in an office setting, court system preferred.

Background Clearance:
Valid Pennsylvania State Police and/or FBI clearance.

Knowledge, Skills, and Abilities Required:

1. Must be able to speak and understand the English language as well as follow oral and written instruction.
2. Must possess initiative and problem-solving skills.
3. Must possess the flexibility to function both independently and efficiently with general public, government officials, staff, and others.
4. Must maintain personal integrity.
5. Must possess the ability to multi-task while meeting deadlines.
6. Must maintain confidentiality in regards to county information and records.
7. Must possess the technical knowledge of operating personal computers and other office equipment as necessary with accuracy and reasonable speed.
8. Must possess the ability to learn county and legal rules, procedures, and practices.
9. Must possess the knowledge and ability to practice current and accurate usage of grammar, spelling, and filing procedures.
10. Must possess the ability to perform simple math calculations with accuracy and reasonable speed.

Physical and Mental Requirements:

1. Must be able to sit, stand, and walk intermittently throughout the workday with frequent twisting, stooping, bending, reaching, grasping, and lifting/carrying objects weighing a maximum of 20 pounds necessary to carry out essential job duties.
2. Dexterity requirements range from coordinated movements of fingers/hands to simple movements of feet/legs/torso as necessary to carry out essential job duties.
3. Must demonstrate emotional stability and the ability to cope with the physical and mental stress of the position.
4. Must be attentive to detail.

Duties and Responsibilities:

1. Answers telephone and takes messages/transfers calls to the appropriate individuals.
2. Reviews, sorts, and distributes mail to probation departments and maintains orderly process of court orders, bills, reports, and other correspondence.
3. Provides probationary support and information to county departments and other agencies.
4. Reviews and compares Gagnon information with Probate and prepares court list for adult cases brought before the President Judge on probation violations.
5. Attends Gagnon Hearings and prepares orders to review with Chief Probation Officer/Probation Supervisor and distributes to the President Judge.
6. Processes required department documents, forms, and reports as required.

Duties and Responsibilities (cont'd):

7. Accesses, uses, and periodically updates computer software programs (Probate {DSI}, Lotus, Fortis, PaJCMS, PaJCRS, and CPCMS) to complete tasks.
8. Processes, enters, and distributes bench warrants to appropriate parties.
9. Compiles data within the department for the completion of reports and for grant requirements.
10. Maintains quarterly reports on PCCD/JCJC grants to assure compliance with regulations as assistance to Chief Probation Officer.
11. Provides statistics on clients to PA Board of Probation and Parole on a monthly basis.
12. Prepares and submits payroll timesheets for adult and juvenile probation staff on a bi-weekly basis.
13. Assists in collecting monies due to the department.
14. Maintains inventory of supplies.
15. Assists staff with clerical duties in absence of other clerical staff members, or as needed.
16. Operates computers and other office equipment as needed.
17. Attends meetings and trainings as required to maintain competency.
18. Performs other job-related duties as assigned.

Working Conditions:

1. Works indoors in adequate work space, lighting, temperatures, and ventilation.
2. Average indoor and outdoor exposure to noise but subject to moderate degree of stress and frequent disruptions.
3. Normal indoor exposure to dust/dirt.
4. Travels rarely.

Acknowledgement:

I am able to perform the essential functions of this position without an accommodation.

Yes_____ No_____ (Initial)

Jefferson County reserves the right to change or reassign job duties or to combine positions at any time. I further understand I am an at-will employee and this Job Description does not constitute a contract of employment.

Jefferson County is an equal opportunity employer and administers all personnel practices without regard to race, color, religion, sex, age, national origin, disability, sexual orientation, gender identity or expression, marital status, veteran status, genetics, or any other category protected under applicable law.

I have read this Job Description and fully understand the requirements set forth herein. I hereby accept the titled position and agree to abide by the requirements set forth as well as policies and will perform all duties and responsibilities to the best of my ability.

_____ _____
(Employee Signature) (Date)

_____ _____
(Employer Signature) (Date)