

---

EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Community Justice	CLASSIFICATION:	003
SUPERVISOR:	Office Manager	SALARY RANGE:	21
UNION (Y/N):	Yes	LOCAL:	AFSCME Local 1442

---

**GENERAL STATEMENT OF DUTIES:** Perform secretarial/clerical duties in support of the department including answering telephone calls and greeting the public, providing requested information, typing, scheduling appointments, client data entry and tracking client records, issuing receipts and maintaining records. Do related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Act as a receptionist; answer the telephone and assist clients, other law enforcement agencies, and the general public, providing information as required. Refer calls to appropriate department personnel and take accurate messages when needed. Contact other departments and outside agencies to locate information and/or services not provided by the department. Schedule appointments as needed.

Type and edit correspondence, memos, reports, statistical data, forms, notices, etc., from rough draft or verbal instruction. Prepare various office documents, including transcription and distribution of meeting minutes.

Enter chronological data into the Department of Corrections statewide data base for entire office caseload. Provide support to supervising probation officers by setting up files, interpreting court orders, and assembling and preparing client files for distribution. Maintain client files, structured sanctions, violation reports, warrant requests, Post Prison Supervision orders, etc. Track custody units served by 1145 offenders.

Enter data into WebLEDS including entry and/or modification of client supervision records, checking criminal history and DMV records, client wants and warrants.

Maintain sex offender notification program and update the sex offender notification web page for the County.

Maintain client photograph files and distribute notices to other law enforcement agencies on wanted offenders.

Screen, sort, and distribute mail and client reports. Maintain files. Track and post client payments for supervision fees, housing costs, reimbursements, restitution and compensatory fines into the DOC statewide database.

Act as department liaison for technological services. Assist staff members with computer problems/issues, and assist in development of data base programs for staff. Serve as the department's FAUG (Field Automation Users Group) representative for Columbia County, which includes attending meetings and training staff in the use of new programs developed by the Department of Corrections.

Collect and process urinalysis tests for clientele.

Maintain a high level of confidentiality in regard to issues encountered.

Participate in job training or activities which may include overnight travel, as requested.

Follow all safety rules and procedures established for work areas. Comply with all relevant County policies and procedures.

Perform other duties as assigned that support the overall objective of the Department.

**SUPERVISORY RESPONSIBILITIES:** Supervision of employees is not normally a responsibility of this position.

**SUPERVISION RECEIVED:** Work under the general supervision of the Office Manager who assigns and reviews work for conformance with established policies and procedures.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Equivalent to high school graduation and at least two years' experience in general office procedures which includes some work experience in the criminal justice field. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be accepted.

**SPECIAL CERTIFICATIONS/LICENSES/REGISTRATION:** Possession of, or the ability to obtain within six (6) months of employment, Law Enforcement Data System Certification. Possession of an appropriate Oregon motor vehicle operator's license and must be insurable under the County's liability coverage.

**KNOWLEDGE, SKILLS AND ABILITY:** Knowledge of office practices and procedures. Experience in the use of computers and business software such as word processing and spreadsheets is essential.

Ability to correctly identify those issues that require confidentiality and to maintain a high level of confidentiality regarding issues encountered. Ability to communicate effectively in both written and verbal form. Ability to maintain effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public. Ability to accurately complete tasks and transactions within an environment dominated by interruptions. Ability to work courteously with the general public on the telephone or in person, including handling difficult or irate people.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands for the position are typically minimal, involving the movement of files, books,

equipment, etc., seldom exceeding 20 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Daily contact with adult offenders. May require entry into jails and other correctional facilities. Exposed to hazards and risks which accompany exposure to offenders under supervision.

Note: This position is subject to a full criminal history background investigation. Conviction of a crime after hire and/or association with known felons may be a disqualification for holding this position