
EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Community Justice	CLASSIFICATION:	003
SUPERVISOR:	Juvenile Division Supervisor	SALARY RANGE:	21
UNION (Y/N):	Yes	LOCAL:	Courthouse/1442

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

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

Type and edit correspondence, memos, reports, preliminary inquiry orders, subpoenas and summons for court hearings, statistical data, forms, notices, etc., from rough draft, oral instruction or dictaphone.

Process a variety of form letters, including dismissal letters, curfew letters and appointment letters.

Receive and record monies for fees and restitution and issue receipts. Distribute restitution money per court instructions. Forward fees to Treasurer.

Maintain files and records relating to department activities and court cases.

Maintain accurate time records for department employees. Prepare necessary payroll records for transmittal to Accounting.

Answer telephones, greet visitors and direct inquiries to appropriate area.

Maintain high level of confidentiality in regard to issues encountered.

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

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

SUPERVISION RECEIVED: Work under the general supervision of the Juvenile Director 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 one year

general office experience. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be accepted.

KNOWLEDGE, SKILL AND ABILITY: Knowledge of office practices and procedures. Familiarity with the use of computers and business software such as word processing and spreadsheets.

Ability to correctly identify those issues which 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.

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.

Minimal, involving the movement of boxes, files, 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.

General office environment. Daily contact with juvenile offenders. Exposed to hazards and risks which accompany exposure to offenders under supervision.