

JOB DESCRIPTION

JOB TITLE: Administrative Assistant

DEFINITION

This position requires fielding telephone calls, receiving and directing visitors, word processing, creating spreadsheets and presentations, data input and filing. Additionally, this position will require office projects and tasks, as well as overseeing that all administrative duties are done in an accurate and timely manner.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from the Chief Juvenile Probation Officer and Assistant Chief Juvenile Probation Officer. Will also receive supervision from any Juvenile Probation Officer when the Chief Juvenile Probation Officer or Assistant Chief Juvenile Probation Officer are unavailable and will start with a JPO III.
- Does not exercise any supervision.

EXAMPLES OF SPECIFIC RESPONSIBILITIES AND DUTIES

Responsibilities and duties may include, but are not limited to the following:

Essential duties and responsibilities:

1. Answer phones and direct calls to appropriate persons.
2. Attend probation staff meetings and take minutes and type.
3. Ensure accuracy of all documents.
4. Keep the Chief Juvenile Probation Officer informed of any special, serious, unusual or potentially hazardous incidents pertaining to the safety and security of the department, probationers and/or staff.
5. Prepare and type court letters.
6. Prepare any court related documents.
7. Type correspondence.
8. Comply with the policy and procedures.
9. Facilitate all travel arrangements including air, vehicle and hotel reservations.
10. Order supplies as needed or as requested.
11. Assist and substitute for other support staff as needed.

12. Ensure that all data entered into JCMS is accurate and complete.
13. Assist in sending letters out to victims as well as adding victims into JCMS.
14. Participate fully in all audits.

Other important duties and responsibilities:

As assigned within the scope of responsibility and requirements of the position.

QUALIFICATIONS

Knowledge of:

- Extensive computer knowledge and keyboard skills.
- Extensive knowledge of computer entry and retrieval.
- Knowledge of Microsoft Office Suite.

Ability to:

- Maintain confidentiality.
- Communicate effectively orally and written.
- Demonstrate proficiency at reading, composition and spelling.
- Establish and maintain effective working relationships.
- Can effectively work independently and as a team player.
- To consistently maintain appropriate behaviors of maturity, character, judgement, anger management, self-control, fairness, etc.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships.
- Navigate and successfully interact with various personalities.
- Be able to multitask, work in a fast-paced environment and be flexible.

EXPERIENCE AND EDUCATION

Experience:

- One year of office administrative support experience required, three years preferred.

- Legal system experienced preferred.
- Experience in budgeting, billing and reporting.

Education:

High school diploma or GED.

Licenses or Certificates:

Pre-Hire:

Current Texas driver's license (and insurable)

Notary Public preferred

After-Hire:

Notary Public, if not pre-qualified.

WORKING CONDITIONS

Environmental Conditions:

Primarily works in an indoor setting. May be in contact with irate parents and juvenile probationers. This position involves high public visibility, significant contact with professionals within the department and in other related departments and agencies. Contact of a sensitive and confidential nature with juveniles and their families is also required.

Physical Conditions:

This position involves a variety of activities, from sitting at a desk for several hours to lifting files or file boxes and moving them from one location to another.

DISCLOSURE

Job specifications are to present a descriptive list of the range of duties performed by the employees in the class. This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and will perform any other related duties as may be required by their supervisor.