

**POSITION DESCRIPTION
COUNTY OF PERRY, INDIANA**

POSITION: Administrative Assistant
DEPARTMENT: Community Corrections
WORK SCHEDULE: 8:00am- 4:00pm, M-F

DATE WRITTEN: January 2013 **STATUS: Full Time**
DATE REVISED: May 2018 **FLSA STATUS: Non-exempt**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Perry County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Perry County Community Corrections Administrative Assistant for all community corrections programs, responsible for preparing and processing documents, maintaining records, and coordinating community corrections operations and assisting the public.

DUTIES:

Records court proceedings and meetings with participants according to guidelines, and prepares and processes various documents, including chronological case summaries (CCS). Maintains confidentiality and security of department records, exhibits and information as required.

Answers telephone and greets office visitors for community corrections, providing information, taking messages, responding to inquiries, and researching court records as requested.

Performs a variety of clerical duties, including processing incoming mail, assisting Community Corrections Director and staff, pulling/re-filing records, entering information on computer, and composing/typing and distributing various documents, such as correspondence, forms, drug/alcohol screening lists, violation notices and reports in a timely manner, complies, prepares and submits various periodic reports. Collection of fees from clients and maintaining receipts and reports related to the fee collections.

Periodically covers routine participant “check-in” appointments in absence of case manager, including discussing and recording status, changes and problems.

Assist the office with drug screen collections, both oral and urine. This may include limited afterhours and weekend collections. Ability to properly handle the associated paperwork involved in the collection process.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Previous office experience is required. Experience in the legal or judicial office field is preferred.

Working knowledge of standard office policies and practices and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of and ability to make practical application of policies, procedures, legal requirements and terminology of community corrections, circuit court, and probation system including confidential information.

Ability to type with speed and accuracy and properly operate a variety of standard office equipment, including computer, printer, telephone, copier, and fax machine.

Ability to maintain accurate records and organized files, perform simple arithmetic calculations, and compile and prepare various reports.

Ability to effectively communicate orally and in writing with co-workers, other County departments, attorneys, law enforcement, Department of Corrections and various community agency personnel, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to understand and follow oral and written instructions and work with others in a team environment with minimum supervision.

Ability to work rapidly for long periods on several tasks at the same time, and complete assignments effectively amidst frequent distractions and interruptions, often under time pressure.

II. RESPONSIBILITY

Performs a variety of standard, recurring duties according to legal requirements and department policies and procedures, with priorities determined primarily by the Director and service needs of the public. Work is reviewed for adherence to instructions/guidelines and compliance with legal requirements. Errors in work are usually prevented through legally defined procedures and are detected through proofreading and standard bookkeeping checks.

III. PERSONAL WORK RELATIONSHIPS:

Maintains frequent contact with co-workers, other County departments, attorneys, law enforcement, Department of Corrections and various community agency personnel, and the public for the purpose of exchanging information and explaining policies and procedures.

Reports directly to Community Corrections Director and Circuit Court Judge.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT

Performs duties in a standard office environment, involving sitting and/or operating a computer for long periods, sitting and walking at will, close vision, hearing sounds/communication, and exposure to potentially violent/hostile individuals. Occasionally works extended, evening and/or weekend hours, and periodically travels out of town for training/meetings, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Administrative Assistant for Perry County Community Corrections describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name