



Pope County Juvenile Probation Job Description

Department: Juvenile Probation
Hours per Week: 40 Exempt or Non-Exempt: Non-Exempt

Job title:	<i>Administrative Assistant</i>
Reports to:	<i>Circuit Judge, Division III/ Chief Juvenile Officer</i>

Job purpose & summary

The Administrative Assistant is responsible for general secretarial duties, acts as a receptionist, and operates a multi-line phone system. The Administrative Assistant will be required to maintain office financial records, complete data entry work, filing payment affidavits, and the filing of court documents.

Duties and responsibilities

- Customer relations and communication; assist individuals entering the office in a professional manner.
- Ensure that all intake paperwork, law enforcement reports, and court documents are scanned into the appropriate folders in the office data drive.
- Answer telephone and direct calls to appropriate officer's voicemail.
- Maintain office cloud storage drive and ensure completion of drive files.
- Maintain office equipment.
- Ensure the accuracy of the docket and email to authorized persons on a weekly basis.
- Assist JPO's with collecting collateral information for all SAVRY Assessments.
- Ensure signatures are recorded on court petitions and file petitions in a timely manner.
- Collect fines and fees and ensure accuracy of receipts.
- Make deposits of all collected fines and fees on a weekly basis.
- Submit payment of all fines and fees collected to the Pope County Treasurer as required.
- Submit transport and hold forms to law enforcement agencies and juvenile detention centers as needed, as well as calling to find a detention facility that will accept our clients.
- Knowledge of Microsoft Office Suite
- Preparedness to be trained and function in other office programs like Contexte and E-filing. Previous knowledge and or training is a plus.
- Records Management and management of office billing and documentation.
- Multitasking strengths and organizational skills as well as diplomatic handling of confidential information.
- Complete yearly Office Budget with assistance from the Chief Juvenile Officer.
- Provide assistance to employees and complete other assignments as directed.
- Ensure that filed orders are in the electronic files and in the office data drive.
- Proofread documents as needed, including SAVRY Assessments.
- Draft appointment letters and warning letters.
- Maintain On-call schedule and email to authorized persons.
- Order drug screen kits and arrange for lab pickup.
- Office supply purchasing and keeping the office stocked at all times.
- Maintain all logs and keep track of missing orders.

Qualifications-Knowledge-& Skill Set

Required Qualifications include:

- 1- year experience in a fast-paced office setting.
- Experience in Cloud based data storage.
- Experience with standard office equipment.
- Data processing
- Budgeting
- Financial book keeping.

Preferred Education, Certifications, Training, & Knowledge:

- Formal Education equivalent to a high school diploma.
- Preferred experience in law office setting.
- Good writing skills

Working conditions

- Exposure to individuals involved in the criminal justice and juvenile justice system.
- Some exposure to individuals in crisis.
- Fast paced environment requiring multi-tasking

Physical requirements

- Frequently standing for long periods of time.
- Frequently sitting for long periods of time.
- Frequent walking.

Direct reports

- Chief Juvenile Officer

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Pope County expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Pope County's employees to perform their job duties may result in discipline up to and including discharge.