



Class Title: Probation Administrative Assistant

Pay Grade: 3

FLSA Designation: Covered

Established: 5-19

Revised:

Class Summary/Primary Function

The principal function of an employee in this class is to provide general clerical and administrative support for the Probation Department, including data entry and retrieval, maintaining department files, preparing standard correspondence, maintaining financial records, assisting in probation programs, conducting drug testing, responding to the public's requests and questions and communicating with staff and clientele about programs. The work is performed under the supervision of the Chief Probation Officer. The principal duties of this class are performed in an office environment.

Essential Duties and Responsibilities (will vary by assignment)

- Performs clerical support duties such as typing and transcription, composing correspondence, letters and memos; preparing agendas and taking minutes; and drafting reports;
- Gathers and interprets financial, statistical data and social history information;
- Assists in collecting and summarizing data for program evaluation and annual reports;
- Communicates with staff and clientele about probation programs;
- Manages, organizes and updates relevant data using database applications;
- Coordinates the maintenance of office equipment and maintains office supply inventories;
- Manages receipt of payment processes and financial turnover to the county financial offices in accordance with department policy;
- Documents, organizes, prepares and submits claims for various department expenses for payment;
- Functions as a receptionist for the probation office; communicates verbally and in writing with probationers/supplies/visitors and staff;
- Processes requests for information;
- Conducts drug tests and maintains drug testing files;
- Performs time management and scheduling functions, meet deadlines, and set project priorities;
- Responds to citizens' questions and requests in a courteous and timely manner;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Other Duties and Responsibilities

- Performs other related duties as required.

Competency Requirements:

Knowledge of:

- Clerical and administrative office functions;
- Operation of office equipment including a personal computer and job-related software;
- Public relations skills;
- Research techniques and statistical compilations;
- Basic accounting and arithmetic;
- Recordkeeping and document management.

Ability to:

- Maintain confidentiality of sensitive matters;
- Read, interpret, and explain Probation Office programs, policies and procedures;
- Provide clerical support and operate office equipment;
- Provide needed assistance for Probation Office programs, meetings, conferences, and workshops;
- Maintain detailed and accurate computerized and hard copy files;
- Maintain accurate financial records and statistical information;
- Communicate effectively, both orally and in writing;
- Maintain effective working relationships with other County employees, supervisory personnel, and the public;
- Prepare accurate and reliable reports, and maintain required files and documentation;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Develop creative and effective resolutions to simple and complex problems;
- Determine priorities and make work assignments; follow-up to ensure desired results;
- Work independently and handle a variety of public interactions or situations with tact and diplomacy;
- Maintain a professional demeanor during stressful situations;
- Operate standard office equipment and a personal computer including program applications appropriate to assigned duties;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Maintain individual and transaction confidentiality;
- Perform all work duties and activities in accordance with County policies, procedures and safety practices.

Acceptable Experience and Training

- High school diploma or GED required; and
- One (1) to three (3) years related work experience preferred, with knowledge of criminal justice system preferred; and
- Possess a valid Idaho Driver's License; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of this job.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare, read, organize and maintain accurate files;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate office equipment;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to lift or move objects that weigh up to 30 pounds and work in an office environment.
- Jobs in this class require performing repetitive hand movement in gripping, fingering, and hand/wrist/arm movements. Related job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, and reaching.