
EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Community Justice	CLASSIFICATION:	006
SUPERVISOR:	Community Justice Dir.	SALARY RANGE:	22
UNION (Y/N):	Yes	LOCAL:	AFSCME Local 1442

GENERAL STATEMENT OF DUTIES: Perform advanced secretarial/clerical and administrative support to the department, including answering telephone and greeting public, providing requested information, typing, scheduling meetings/appointments, issuing receipts and maintaining records involving the operation of the department. Do related work as required.

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

Type and edit correspondence, memos, reports for department, including presentence investigations. Transmit reports as necessary through State Department of Corrections system.

Receive and record fees for department. Prepare and distribute bills for supervision fees.

Create and maintain offender files. Prepare files; enter data in LEDS and Offender Profile System; log data; process and forward as required. Verify offender information and data as needed.

Schedule DUII evaluations intake appointments and payment plans.

Post court hearings to schedules. Distribute court hearing schedule to other agencies. Collect police reports from District Attorney's Office.

When assigned, maintain accurate time records for department employees, including volunteers and seasonal employees. Prepare necessary payroll records for transmittal to Accounting.

Answer telephones, greet visitors and offenders and direct inquiries to appropriate area. Prepare outgoing mail, deliver mail, claims and receipts to appropriate departments. Pick up mail or other documents to return to department.

Act as notary public as necessary.

Maintain accurate and extensive filing system relating to department activities

Attend monthly Statewide Office Operations Network (SOON) meeting and disseminate information to staff.

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

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not normally a responsibility assigned to this position. Position may occasionally have some coordination of temporary/volunteer help.