



Probation Administrative Assistant

FLSA Designation: Nonexempt

Pay Grade: 4

This position provides 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.

Essential Functions

- 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 quarterly reports;
- Communicates with staff and clientele about probation programs;

- Meets with low-risk clients to track and document case plan progress;
- 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 and prepares, and submits claims for various department expenses for payment;

- Communicates verbally and in writing with probationers/vendors/visitors and staff;
- Processes requests for information;
- Conducts drug testing and maintains drug testing files;
- Performs time management and scheduling functions, meets deadlines and sets 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;
- Performs other duties as assigned. Nothing in this job description restricts

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management's right to assign or reassign duties and responsibilities to this position at any time.

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;

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- 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 of related work experience preferred, with knowledge of the 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.

Licenses and Other Requirements

Working Conditions and Physical Efforts

- 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, permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, organize and maintain accurate files;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and a motor vehicle;
- 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 lbs. and to 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;
- The physical effort characteristics and working environment described here are representative of those an employee encounters while performing the essential

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functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Announcement

THIS IS TETON COUNTY

Beautiful mountains, a close-knit community, and a workplace that cares individually about you are just a few of the advantages of forwarding your career at Teton County. In fact, our Vision is "Cultivating Community to Enrich Lives." So, if you would like to be part of a group of people who care about this Vision, and you want to positively impact a community and its people, please keep reading!

WHO WE ARE LOOKING FOR

The Probation Department is looking for someone with clerical and administrative experience to help with data entry and retrieval, maintaining files, preparing standard correspondence and maintaining financial records among other things.

Here are experiences and skills we are looking for:

- High school diploma or GED required; and
- One (1) to three (3) years of related work experience preferred, with knowledge of the 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.

THE OPPORTUNITY: Probation Administrative Assistant

The Probation Administrative Assistant position offers a look at how the probation system works. Here are a few opportunities waiting for you:

- Perform clerical support duties, such as typing and transcription, composing correspondence, letters, and memos; preparing agendas and taking minutes, and drafting reports;
- Gather and interpret financial, statistical data, and social history information;
- Assist in collecting and summarizing data for program evaluation and quarterly reports;
- Communicate with staff and clientele about probation programs;

- Meet with low-risk clients to track and document case plan progress;
- Manage, organize, and update relevant data using database applications;
- Coordinate the maintenance of office equipment and maintain office supply inventories;
- Manage receipt of payment processes and financial turnover to the county financial

offices in accordance with department policy;

- Provide customer service the Teton County way!

This position reports to the Chief Probation Officer.

THE REWARDS

- A thriving workplace where what YOU do matters
- Professional growth and training
- Alternative work schedules that meet our citizens' needs and your lifestyle
- Idaho PERSI pension so you can enjoy retirement
- Robust health and dental insurance
- 13 days of Paid Time Off, 12 holidays, and sick leave days
- A pay range of \$ to \$ based on what you bring to the County
- Lots of potlucks, incredible mountain views, and a workday that is meaningful