

**POSITION DESCRIPTION
COUNTY OF SCOTT, INDIANA**

POSITION: Administrative Assistant
DEPARTMENT: Community Corrections
WORK SCHEDULE: 8:30 a.m. - 4:30 p.m. M-F
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: May 1992
DATE REVISED: March 2017, March 2023
STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Scott 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 present an undue hardship.

Incumbent serves as Administrative Assistant for the Scott County Community Corrections Department, responsible for performing various clerical duties and providing EBP training.

DUTIES:

Answers telephone and greets office visitors, answering questions and providing information and assistance, responding to inquiries, directing callers to appropriate individual or department. Providing information about community corrections program, new participants, and the community.

Assists Supervising Case Manager with Evidence-Based Practice EPB classes.

Collects participants fees according to policy.

Establishes all new participants files and enters information and fees into database.

Maintains office supplies and office equipment, collects drug screens and reports inventory needs to supervisor.

Uses EBP to redirect anti-social attitudes and beliefs and use effective communication skills when interacting with participants.

Attends staff meetings as directed.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High School diploma or HSE.

Must be at least 21 years of age.

Must be an American citizen and a person of good moral character.

Ability to compete at least 20 hours of continuing education each year.

Working knowledge of local, state, and federal laws applicable to community supervision and community corrections proceedings.

Working knowledge of Department standard policies, practices, and legal processes to follow the policies, procedures, and rules.

Working knowledge of treatment programs and services available to clients from other government, social, and private agencies.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare correspondence and reports within department deadlines.

Working knowledge of and ability to effectively apply Evidence-Based Practices.

Shall comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of department information and records according to State requirements.

Ability to properly operate standard office equipment including Department software, computer, copier, fax machine, DVD, and telephone.

Ability to effectively communicate, both orally and in writing with co-workers, other County departments, law enforcement, social agencies, employment agencies, schools, treatment providers program participants, and the public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to deal swiftly, rationally, and decisively in crisis situations, and taking appropriate discretion, action and common sense, in handling emotionally distraught, chemically dependent individuals, and potentially dangerous and or violent participants.

Ability to obey all written and oral orders and directives from department superiors.

Ability to compare and observe similarities and differences between data, people, and things.

Ability to analyze, evaluate, compile, collate, or classify data.

Ability to coordinate, place, make determinations, fabricate data or develop concepts.

Ability to understand, follow, memorize, and retain oral and written instructions.

Ability to present findings in oral or written form, prepare detailed reports and make presentations.

Ability to plan and layout assigned work projects and apply knowledge of people and locations.

Possession of valid driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs duties according to established Department policies and procedures. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual matters, such as policy interpretations. Decisions are always determined by specific instructions or existing, well established policies and procedures. Errors in work are primarily detected or prevented through procedural safeguards and standard bookkeeping checks. Undetected errors could result in loss of time to correct error and/or inconvenience to other agencies or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains communication with co-workers, other County departments, law enforcement, social agencies, employment agencies, treatment providers, schools, program participants, and the public for a variety of purposes, including giving and receiving information, explaining, and interpreting policies, procedures, and resolving problems.

Incumbent reports directly to Department supervisors and the Community Corrections Director.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs majority of duties in an office involving sitting/walking at will, sitting/standing/walking for long periods of time, lifting/carrying objects weighing less than 25 pounds, pushing/pulling/handling/grasping objects, crouching/kneeling, bending, reaching, close and far vision, color and depth perception, keyboarding, driving, speaking clearly, and hearing sounds/communication.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Administrative Assistant for the Community Corrections Department 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