



POSITION DESCRIPTION

DEPARTMENT:

POSITION TITLE: Juvenile Services Secretary/Receptionist

GRADE: OJA – 13A \$11.516 to 13E \$14.677

EMPLOYMENT CATEGORY: Grant Funded

STATUS: Non-Exempt

REPORTS TO: Director/Assistant Director

POSITION SUMMARY: This is a secretary/receptionist position involving regular contact with the public in areas such as answering incoming phone calls, distributing messages, handling mail, writing receipts, greeting vendors and guests for all 20th Judicial District Juvenile Services programs. It is important the person in this position be cordial, calm, and organized with good verbal and written communication skills. This position will also be responsible for daily data entry in both Juvenile Justice Information Assessment System (JJIAMS) and Community Agency Supervision Information Management System (CASIMS) databases, file maintenance and record keeping. This position will be cross trained to assist with Juvenile Services programs as required. This position will use electronic and standard office equipment and is responsible for making sure equipment is in good working order. This position is under the immediate supervision of the Juvenile Services Director and will also assist the Juvenile Services Assistant Director as required.

FUNDAMENTAL JOB DUTIES: The main priority of this position is to answer all incoming phone calls, assist callers if possible and to distribute messages appropriately. This position greets the general public and clients/families as appropriate. This position must have good communication skills, both verbal and listening. Must also be able to diffuse and control potential problems with both the public and clientele. This position must have a good working relationship with the different departments in the criminal justice system and social services system (i.e., Judges, County Attorney's, law enforcement departments in criminal justice system and social services, mental health providers, schools, detention and shelter facilities, etc.). This position will assist Juvenile Intake & Assessment, Juvenile Intensive Supervised Probation, and Community Case Managers in entering chronological records, entering data into the Juvenile Justice Information Assessment system (JJIAMS) and Community Agency Supervision Information Manage CASIMS databases as well as opening, maintaining and closing files as appropriate. This position will need to be able to dictate video recordings, coordinate transportation of our clients, and accurately record pre/post data entry. This position will involve assisting case managers by taking attendance daily and recording the information accurately for a monthly report. Also the secretary will be responsible for relaying any urgent information regarding attendance to the case manager in a timely fashion. This position will assist in other duties which include but are not limited to notarizing legal forms, assuring office equipment is functioning properly, proof reading reports, letters and general correspondence generated by staff. Monitor and advise Juvenile Services operation. Occasionally be required to assist Director/designee in organizing JCAB Meetings. Make daily visits to the Barton County Courthouse to distribute/pick up communications as appropriate.



EDUCATION: High School Diploma or GED equivalent and two years secretarial related experience or advanced professional education is preferred.

EXPERIENCE / SKILLS: This position requires the successful applicant have a valid and maintain Kansas Driver's License and no excessive ticket history. The successful candidate must pass a criminal history, DCF background screening, Work Fit as required by the County, and a drug test. The applicant should be knowledgeable of current computer applications, various data base programs and other business related software as well as having the ability to use fax machines, calculators, copiers, computers, and other related office equipment. Confidentiality and good communication skills are essential as well as the ability to be a team player. Experience working in a health and human service type setting preferred.

PHYSICAL REQUIREMENTS / ABILITIES: This position may involve prolonged sitting, some bending, stooping common with interactions of young children, stretching, and handling files. Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator and other office equipment. Occasionally youth and staff give back to the community through Community Work Service, which is mandated by the court for youth to repay fees, which can require manual labor. Normal range of hearing and eyesight to record, prepare and communicate appropriate reports is essential. Specific vision abilities required by this job include close vision, and the ability to adjust focus. Work is performed both in the community and in an office environment. Work may be taxing; we are a fast-paced agency and multi-tasking skills are fundamental. The position requires meeting deadlines with several time constraints, interacting with the public and staff, irregular or extended work hours.

WORKING CONDITIONS / ENVIRONMENT: This position must work closely with the general public and existing staff. There is potential for possible physical and verbal abuse by clients, their acquaintances and family members. Public needs must be main emphasis; however, occasions regularly exist in dealing with difficult people. Well-lighted climate controlled office. Occasionally required to use department vehicles or walk to courthouse for office related tasks.

These specifications should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job function. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded: Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

I have reviewed this job description and I can perform the essential functions of this position, with or without, reasonable accommodations. I have also received or have been offered a copy of this job description.

Employee Signature _____ Date _____



Department Head Signature _____