



POSITION DESCRIPTION

DEPARTMENT: Central Kansas Community Corrections, Adult Probation

POSITION TITLE: Operations Administrative Assistant for Adult Services

PAY RANGE: \$21.61-\$27.06

EMPLOYMENT CATEGORY: Grant Funded

STATUS: Non-Exempt

REPORTS TO: Director of Central Kansas Community Corrections (CKCC)

POSITION SUMMARY: This is a complex administrative position responsible for multi-faceted position with components of accounting, administrative tasks, and secretarial duties. Position requires excellent verbal and written communication skills. Ability to be cordial when liaising with the public and stakeholders and to diffuse and control potential problems with clientele and the public. The individual must be well organized, able to perform multiple tasks with frequent interruptions, and uphold the utmost level of confidentiality due to the nature of the work. Coordinates with the Administrative Assistant for preparation of fiscal and program reports, data entry, and receptionist duties to meet deadlines and for adherence to effective office procedures. Must routinely exercise initiative, independent judgement, and ability to delegate as requested by the Director.

FUNDAMENTAL JOB DUTIES:

- Coordinate and work directly with the Administrative Assistant to ensure knowledge and skills transfer for continuity in the office. Tasks include, but are not limited to: greet general public, collect reimbursement payments, process accounts receivable and accounts payable, run monthly reports to aid in balancing fiscal workbooks with local and state entities, become knowledgeable in all systems and software utilized by CKCC and Kansas Department of Corrections (KDOC), assist with changes and maintenance of the agency website page.
- Assist Intensive Supervision Officers in all 5 counties within the 20th judicial district, on court docket days.
- Obtain &/or prepare necessary court documents to include but not limited to: psi, psi-c, journal entries, dockets, demographic sheets, probation orders, and others as needed.
- Responsible for the department vehicles and related tasks. This includes: maintain insurance information, ensure tags and inspections are current on all vehicles, scheduling completion of vehicle maintenance &/or handling emergency vehicle situations, maintain monthly audit of each vehicle for accountability of their condition, notify director of needed supplies and replacement items, partner with team members to schedule and complete cleaning of vehicles as necessary, and collect monthly mileage sheets and receipts for each vehicle for purposes of data tracking and submission to the county.
- Responsible for oversight of agency inventory, maintaining accurate and current inventory data, and disposing/donation of items at the direction of the Director.
- Oversight of data collection necessary for KDOC comprehensive plan and agency quality improvement, as requested by the Director.
- Monitor jail reports for client admissions, bonds, and releases on detainees. Monitor police logs for client interaction, notify ISOS and obtain the related reports.
- Assist with orientation to include but not limited to: preparing the room and necessary documents, overseeing client photographs, scanning client identifications and completed orientation forms for internal and KDOC systems.
- Ability to become knowledgeable with Kansas Statutes and KDOC standards pertaining to Community Corrections and assist with agency policy updates.
- Answering incoming calls, assist callers or directs caller to appropriate staff member.

- Under general supervision of the CKCC Director, must be able to make independent decisions pertaining to the overall administrative and fiscal operations of CKCC.

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

EXPERIENCE / SKILLS: Position requires the successful applicant to have and maintain a valid Kansas Driver's License and no excessive ticket history. The successful candidate must pass a criminal history, Work Fit as required by the County, and a drug test. The applicant should be knowledgeable of current computer applications, various database programs, and other business-related software, as well as ability to use phone system with multiple lines, calculators, copiers, computers, virtual platform meeting connections, and other related office equipment. Ability to work as a team member is essential. Must be comfortable engaging with the clients served by this agency.

PHYSICAL REQUIREMENTS / ABILITIES: Position may involve prolonged sitting, some bending, stretching, and handling files. Requires physical ability to sufficiently operate a keyboard, photocopier, telephone, calculator, and other office equipment. Work is performed primarily in an office environment, though may occasionally require assistance at the courthouse. There may be times when the position requires lifting and carrying objects not exceeding 50 pounds.

WORKING CONDITIONS / ENVIRONMENT: To accommodate the clientele, the agency has one evening each week when the office closes at 7pm and time will be flexed on Friday when agency operations allow, to avoid overtime.

This position must work closely with the public and existing staff. There is potential for verbal or possible physical abuse by clients, their acquaintances, and family members. Public needs must be the main emphasis; however, occasions regularly exist in dealing with difficult people. Climate-controlled office. The main office is handicap accessible. Occasionally required to use department vehicles or walk to the 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 _____ Date _____