



POSITION DESCRIPTION

DEPARTMENT: Central Kansas Community Corrections, Adult Probation

POSITION TITLE: Operations Assistant /Receptionist II for Adult Services

GRADE: OJA – 21A \$18.57 to 21E \$23.70

EMPLOYMENT CATEGORY: Grant Funded

STATUS: Non-Exempt

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

POSITION SUMMARY: This is a 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 Office 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 and independent judgement to ensure an efficient workflow in the office.

FUNDAMENTAL JOB DUTIES:

- Support the Director in administrative tasks, such as: written and verbal communication and documentation with various departments, arranges meetings/appointments/travel as needed, assist in preparation and attends the Advisory Board meetings, assist in the execution of team training sessions, become knowledgeable with Kansas statutes and Kansas Department of Corrections (KDOC) standards pertaining to Community Corrections, help maintain personnel files which includes annual forms, training logs, or other relevant documents as required, assist with changes and maintenance of the CKCC page on the Barton County website, and other duties as assigned.
- May assist Intensive Supervision Officers with court preparation, calling providers for progress reports, obtaining reports from law enforcement agencies and filing.
- Oversight of the department vehicles: keeping insurance, tags and inspections current on all vehicles, scheduling and ensuring completion of vehicle maintenance &/or handling emergency vehicle situations, maintaining monthly audit of each vehicle for accountability of their condition, and partner with team members to schedule cleaning if necessary.
- Work with the Office Assistant to ensure knowledge and skill transfer for continuity in the office. Tasks include, but are not limited to: greet general public, answer incoming calls and either assist or direct the caller as appropriate, collect reimbursement payments from clients, process accounts receivable and accounts payable, run monthly reports to aid in balancing fiscal workbooks with local and state entities, order and maintain inventory tracking of office equipment and supplies, utilization of ATHENA (KDOC internal documentation system) for data entry, maintain statistical data for the grant funding, notarize legal forms, prepare and execute tasks needed for Orientation with new clients and daily trips to the Barton County Courthouse to distribute/pick up communications as appropriate.

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 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.

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: 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. To accommodate the clientele, the agency has one evening each week when the office closes at 7pm and time will be flexed to avoid overtime.

SALARY DETERMINATION: Rate of pay is consistent with the Office Assistant IV Position with Court Services from Office of Judication Administration (OJA) Pay scale, when KDOC funding is available. Current Grade 21 from the June 11, 2023 pay matrix. Benefits are consistent with Barton County.

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* _____