**POSITION DESCRIPTION**

**DEPARTMENT:**

**POSITION TITLE:** Part-time Administrative Assistant

**GRADE:** OJA – 12A $13.28 to 16E $17.00

**EMPLOYMENT CATEGORY:** Grant Funded

**STATUS:** Non-Exempt

**REPORTS TO:** Director/Assistant Director

**POSITION SUMMARY:** This is a position providing support in a variety of different areas including but not limited to, updating standards, payroll, accounts payable, and organizing calendars. This position will also be expected to fill in for the Secretary/Receptionist in her absence. This would require being involved 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. This position requires this person to be cordial, calm, and organized with good verbal and written communication skills. This position will be well versed in all programs through Juvenile Services. This position will use electronic and standard office equipment and is responsible for making sure equipment is in good working order. Additionally, this position maintains training records for all employees, and prepares mileage sheets for Director approval. They will also assist preparing and / or process deposits.

**FUNDAMENTAL JOB DUTIES:** This position is 20 hours per week or more, as approved by Director. This position must maintain a positive working relationship with different departments in the five-county district including but not limited to: Judges, County Attorney’s, law enforcement, social services, mental health services, court services, community corrections, schools, and service vendors.

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

**EXPERIENCE / SKILLS:** This position requires that the successful applicant have a valid Kansas Driver’s License and no excessive ticket history. The successful candidate must pass a criminal history, DCF background screening and drug testing. The applicant should be knowledgeable of current computer applications to include Microsoft Office, 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. 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 is preferred.

**PHYSICAL REQUIREMENTS / ABLITIES:** This position may involve prolonged sitting, some bending, stooping, handling files and stretching. 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 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*