

**POSITION DESCRIPTION
COUNTY OF FAYETTE, INDIANA**

POSITION: Administrative Assistant/Community Corrections Liaison
DEPARTMENT: Probation
WORK SCHEDULE: As scheduled
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: November 2015

STATUS: Full-time

DATE REVISED:

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Fayette County provides reasonable accommodation 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 cause an undue hardship.

Incumbent serves as Administrative Assistant/Community Corrections Liaison for the Fayette County Probation Department, responsible for providing administrative, financial, data collection and program referral management for the Department.

DUTIES:

Performs various administrative duties, including but not limited to maintaining records, files, documents, and databases, maintaining inventory and ordering supplies, and maintaining attendance reports and submitting payroll as required.

Provides financial support to department such as reviewing invoices, submitting claims to appropriate funding source, depositing revenues to Auditor's Office, communicating discrepancies with supervisor, and assisting in collecting fees, obtaining financial information and creating payment agreements.

Assists in collecting, reporting, and maintaining data and statistics as required by grant agreements.

Provides support in meeting deadlines for quality assurance measures as required.

Manages drug-testing program including activating and deactivating participants, monitoring results, and entering verified prescription information as required.

Processes program referrals, provides written reports, and maintains participant and staff information according to confidentiality requirements.

Periodically performs duties of other office staff in their absence or as needed.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Ability to meet all hiring requirements of the department and county including passage of drug tests, and criminal background check.

Ability to obtain and maintain trainings related to position including Evidence Based Orientation.

Working knowledge of and ability to make appropriate referrals to community corrections service programs.

Knowledge of standard office policies and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Knowledge of and ability to make practical application of basic bookkeeping principles, including collecting payments, providing receipts, and accurately recording transactions.

Knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence and detailed reports.

Knowledge of standard filing systems and ability to maintain accurate and complete department files and records.

Ability to effectively communicate orally and in writing with co-workers, attorneys, other County departments, probationers, and the public including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to type with speed and accuracy and properly operate standard office equipment, including computer, calculator, fax machine, telephone, and copier.

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

Ability to 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 understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and to complete assignments effectively amidst frequent distractions and interruptions.

Ability to apply knowledge to people and/or locations, occasionally plan and layout assigned work projects, and make simple arithmetic calculations.

Ability to occasionally work extended hours and/or evenings and occasionally travel out of town for training, sometimes overnight.

II. RESPONSIBILITY:

Incumbent performs duties according to standard Department policies and guidelines with priorities primarily determined by the Chief Probation Officer. Assignments and objectives are set jointly by incumbent and Chief Probation Officer with input from the Community Corrections Director. This position holds a modest degree of flexibility allowing incumbent to make decisions when needed in absence of Chief Probation Officer. Errors in work are primarily detected through established quality assurance measures.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, Community corrections, Department of Corrections, Stat Board of Accounts, community agencies providing services, probationers, and the public for the purpose of exchanging and verifying information.

Incumbent reports directly to Chief Probation Officer.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and at times within a confinement center, involving sitting/walking at will, sitting for long periods, lifting objects weighing less than 50 pounds, bending, keyboarding, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent may be exposed to difficult/irate individuals. Incumbent occasionally works extended hours, and occasionally travels out of town for training, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Administrative Assistant/ Community Corrections Liaison for the Probation 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/Type name