

BANNOCK COUNTY
CLASS SPECIFICATION

OFFICE COORDINATOR--JUVENILE DETENTION

Department: Juvenile Detention
FLSA Designation: Non-Exempt

Pay Grade: 9
Effective Date: 4/08, 8/09

Purpose of Class

Performs complex secretarial and administrative support duties for the Juvenile Detention Department; performs related work as required.

Primary Function

This is an advanced level secretarial and administrative support position requiring previous secretarial experience for management level personnel. An Office Coordinator differs from a secretary/reception position in its complexity and diversity of administrative and technical duties requiring a high degree of efficiency, judgment, advanced training and/or education. An Office Coordinator performs many of the same functions as a secretary/reception position and will have more responsibility for department/division functions of an administrative nature that require the use of independent judgment to prepare correspondence, reports and other documents or perform basic research and analysis of data. An employee in this class provides specialized department/division information to customers and prepares a variety of correspondence, documents and reports for department staff. An Office Coordinator may supervise or oversee the work of others or provide general direction on work tasks and responsibilities. The work is performed under the supervision of a department supervisor, manager or department head. The principal duties of this class are performed in a general office environment.

Essential Duties and Responsibilities (will vary by assignment)

- Performs several money management duties including but not limited to: assuring accurate processing of all billings, accounting, payroll and other accounting documents pertaining to the detention center;
- Reviews weekly and monthly budget reports for accuracy and reconciles payments;
- Maintains and updates all detention fees owing by juveniles using the QuickBooks Pro database including sending invoices and maintaining current totals of all outstanding accounts
- Prepares invoices for detention monies owed by other entities and follows up on payment
- Balances cash, processes and receives payments
- Schedules, attends, and takes minutes at District VI Juvenile Detention Board meetings and afterwards preparing and delivering them to all parties involved
- Manages all office purchasing requirements within the budget guidelines

- Purchases all detention supplies such as: clothing, cleaning supplies, gloves, plates, cups, drug tests, medical supplies, fingerprinting supplies, mattresses, blankets, chairs, cots, etc.
- Maintains daily inmate population including all intakes and releases by logging them into the District 6 Database
- Compiles data and prepares statistical reports and tables which are due monthly, quarterly, and yearly and submits them to the Director and the District VI board members
- Responsible for gathering all employees' time sheets on a weekly basis and preparing them for payroll including calculating time worked and reviewing days off
- Receives employee time-off requests and reviews the employee leave report to determine whether there is time available to grant (or deny) and whether there will be a POST certified attendant on shift
- Files reports with Idaho P.O.S.T. (peace officers standards and training) as to the status of new, current, and past employees.
- Maintains a current calendar of all employees' scheduled shifts off
- Prepares all salary rate approval forms for submission to payroll/auditing
- Responsible for removing all medical forms from residents' files and keeping them in a secure place in our medical room
- Prepares juvenile's medical files for the nurse and/or doctor to review
- Responsible for removing all medical forms from residents' files and keeping them in a secure place in our medical room
- Assists nurses and/or doctors with getting prescriptions filled and coordinating with the probation officers any further medical appointments that need to be made
- Archives all medical documents pertaining to medication taken by juveniles while in detention
- Prepares all paperwork and policy manuals for new employees orientation and make necessary arrangements to contact the Personnel department
- Prepares all new employees' files and keep them in a secure filing system
- Conducts detention records requests when needed and any necessary research on residents' past detention stays
- Archives all juveniles' files until they reach the age of 25 including two separate filing systems for juveniles under the age of 18 and storage for juveniles' files until they are 25 years of age
- Answers incoming phone calls, greets the public, provides general information to the public including answering questions and inquiries, assisting and providing referrals to other departments or staff as needed
- Proofreads and edits documents for correct spelling, grammar, format and clarity
- Provides all data entry services including faxing, typing and filing
- Operates standard and specialized office equipment such as computer, copier, hole-puncher, fax machine, laminator and paper cutter
- Performs all work duties and activities in accordance with County policies, procedures and safety practices
- On-call 24 hours per day
- Greets and accommodates visitors
- Assists parents/guardians in filling out necessary medical consent forms and obtaining an accurate pill count

- Receives all outgoing mail from residents to be mailed
- Explains to parents/guardians the detention procedures/policies in regard to the Juvenile Correction Act
- Resolves any conflicts and issues with the general public
- Picks up all mail from the post office and opens all incoming letters intended for residents to check for contraband, money or any escape intentions
- Performs all work duties and activities in accordance with County policies, procedures and safety practices
- Coordinates with Road & Bridge all maintenance and/or work needed for our county vehicles
- Must have good working relationship with all six Judges, six commissioners and all probation officers
- Organizes and distributes all incoming faxes for several different offices including but not limited to: Juvenile Court and Juvenile Probation
- Files and archives all incident reports, shift summaries, visitor's registers, etc
- Operates county vehicles for the purposes of work related activities

Other Duties and Responsibilities:

Food Services Supervisor

- Maintains daily shift summary reports and use the information for reporting to the State Department of Nutrition
- Responsible for monitoring all meals served and logging meals eaten and refused
- Responsible for all meals meeting the federal regulations regarding nutrient analysis and all nutritional requirements required by the School Lunch and Breakfast program
- Accountable for meeting all health regulations pertaining to food handling, food service and correct temperatures for individual foods
- Transmits monthly data reports to the Child Nutrition Program
- Annually renew license with State School Lunch Board
- Enters information daily onto food production sheets
- Archives all records for inspection/review every 4-5 years
- Collects a monthly reimbursement check of approx. \$1500 to be deposited with the Auditor's office

Fill-in for juvenile detention officers

- Fill-in when needed, assume attendant responsibilities
- Perform pat-downs and releases
- Log all action and events on District VI database
- Provides constant direct supervision of all residents
- Perform regular room checks
- Must be current in several trainings required of Juvenile Detention Officers including but not limited to: CPR and First Aid certified and is also trained in Use of Force, Verbal Judo, Suicide Prevention

Secretary to the teacher

- Weekly submits the teacher's absentee report to the School District #25 Payroll department and also record any time off taken
- Receives incoming homework either by fax or delivery including books and any instructions
- Makes any copies needed by the schoolteacher

Secretary to mental health clinician

- Purchases needed office supplies
- Copies and faxes paperwork requested by the clinician

Competency Requirements

Knowledge of:

- Operation of a personal computer and job-related software applications;
- Customer service procedures, techniques, and objectives;
- English grammar, spelling, punctuation, and composition;
- Current office practices and procedures;
- Bookkeeping, cash handling, and accounting practices and procedures;
- Record keeping and filing practices and procedures;
- Juvenile detention, court, and probation systems and procedures.

Ability to:

- Analyze issues, independently make decisions and exercise good judgment in administrative management tasks;
- Explain Department functions to provide general information and detailed Department processes and procedures;
- Plan, organize and supervise the work of self and others;
- Maintain complex records efficiently and accurately and to prepare clear and concise reports;
- Maintain confidentiality of information processed or prepared;
- Perform and supervise office management functions;
- Conduct research and analysis of special projects;
- Establish and maintain effective working relationships with other County employees, supervisory personnel, other County agencies, state and local elected officials, and the public;
- Follow written and oral instructions;
- Perform duties accurately and efficiently under time sensitive deadlines;
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Evaluate and analyze customer needs to provide exceptional customer service;
- Communicate effectively both orally and in writing;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;

- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

Acceptable Experience and Training

- High school diploma or GED equivalency is required, preferably supplemented with course work in office applications;
- One (1) year general clerical experience, preferably in a legal office or corrections environment, is preferred;
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Idaho drivers license may be required;
- Idaho Notary Public certification may be required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, review and process documents, and organize documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and standard office equipment;
- Sufficient personal mobility, agility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to work at a keyboard for an extended period of time and work in an office environment.