

BANNOCK COUNTY

CLASS SPECIFICATION

ADMINISTRATIVE ASSISTANT-COURT SERVICES

Department: Court Services
FLSA Designation: Non-Exempt

Pay Grade: 5
Effective Date: 10/04, 8/09

Purpose of Class

Performs administrative support for Court Services Department; performs related work as required.

Primary Function

This is an administrative support position with the principal function to provide administrative support to the Court Services in areas such as coordinating support functions, setting priorities, answering phones, assisting the public, filing, typing, monitoring budget and calendar, preparing for and recording meetings, and researching documents. Duties may include typing and preparing correspondence and documents using various software applications; composing responses, maintaining files, records and documents, keeping clerical records, logs, ledgers, etc. and working within department specific processes and procedures. The work is performed under the supervision of the Court Services Director, with considerable latitude for the exercise of independent judgment and initiative. The principal duties of this class are performed in a general office environment.

Essential Duties and Responsibilities (may vary by assignment)

- Answers incoming phone calls, greets the public, assisting and providing referrals to other departments or staff as needed;
- Provides data entry services, faxing, typing, and filing;
- Creates, transcribes, types and proofs files, memos, letters and documents of a confidential nature;
- Schedules appointments as required;
- Assists with random drug and blood alcohol (BAC) tests as needed;
- Monitors and updates caseloads for changes of address, employment, phone number, and other required information;
- Maintains records for caseload of unsupervised defendants;
- Creates, maintains, and closes County files, records and documents including projects and programs;
- Utilizes computer systems for retrieving reports from/for police and other authorized agencies;
- Researches and prepares warrants and affidavits for probation violations, enters data, and provides notary service;
- Coordinates and transfers cases in and out of office to appropriate personnel;
- Coordinates projects and meetings with various County personnel;

- Operates standard and specialized office equipment such as computer, typewriter, copier, electric stapler, microfilm reader-printer, drug and alcohol testing equipment, fax machine, palm calendar, 10-key calculator, and related equipment;
- Picks up, sorts, and routes mail to appropriate parties;
- Calibrates Alcosensor every 48 hours;
- Prepares letters, petitions, temporary permits for defendants per Department procedures;
- Researches Department of Transportation (DOT) records for eligibility and researches required insurance;
- Accepts and documents payments received for S.H.A.R.E. treatment program, processes according to Department policy and procedures, and routes to appropriate personnel;
- Manages office supply purchasing and repair of office equipment;
- Uses computer to research documents, obtain information or enter data;
- Performs all work duties and activities in accordance with County policies, procedures and safety practices.

Other Duties and Responsibilities

- Assists Department personnel when necessary;
- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Idaho code relative to duties and responsibilities;
- County Department functions and relationships to one another;
- Operation and routine maintenance of standard and specialized office equipment;
- Operation of a personal computer and job-related software;
- Time management practices;
- Cash handling and basic bookkeeping practices;
- Operation of specialized drug testing equipment;
- Planning and organizational skills;
- English grammar, spelling, punctuation, and composition;
- Customer service practices and procedures including good phone etiquette;
- County government administrative practices and procedures;
- Current office practices and procedures.

Ability to:

- Make decisions where established policy and procedures do not always apply;
- Perform basic mathematical computations;
- Perform basic bookkeeping functions;
- Maintain a professional demeanor during stressful, volatile, and hostile situations;
- Be a team player and cover other department's duties when necessary;
- Work independently and make appropriate decisions when supervision is not readily available;
- Maintain important records efficiently and accurately and to prepare clear and concise reports;
- Operate a variety of standard and specialized office equipment;

- Maintain effective working relationships with other County employees, supervisory personnel, attorneys, judges, state and local elected officials, and the public;
- Operate a personal computer including software applications appropriate to assigned duties;
- Communicate effectively both orally and in writing;
- Maintain complete confidentiality;
- Maintain Notary Public certification;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- 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;
- Work well under pressure and maintain a calm and professional demeanor, under stressful or adversarial conditions;
- 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 and technical certificate in secretarial science, general business, or a related field is preferred;
- Two (2) years progressively responsible office experience providing exposure to County administrative processes and complex secretarial duties is required; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Notary Public certifications is required;
- State certification for Alcosensor calibrating instrument is required; (may be obtained after hired)
- Idaho drivers license is 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 and review and prepare documents and file them in a prescribed order, and organize documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and other office equipment and operate a motor vehicle;
- 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.