



WORKING TITLE: ADMINISTRATIVE OFFICE SPECIALIST	CLASSIFICATION: ADMINISTRATIVE OFFICE SPECIALIST
DEPARTMENT: COMMUNITY JUSTICE	DIVISION: COURT-JUVENILE PROBATION
PAY RANGE: NBYCM 14	FLSA CATEGORY: NON- EXEMPT
PHYSICAL REQUIRMENTS: ATTACHED	WORKERS COMP CODE: 7720
PPE: PER WORK LOCATION	REVISION DATE: JUNE 2013

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Coordinates activities of subordinates, reviews workflow, recommends and prepares procedures to increase productivity; interprets and applies laws, ordinances, and regulations concerning department programs. Performs advanced secretarial duties to direct and participate in administrative support of workflow within the Juvenile Department. This may include preparation of legal documents, program oversight, and work evaluations of subordinates. Performs a full range of general and advanced secretarial tasks. Must be able to exercise considerable independent judgment in carrying out general and or specialized duties. Performs tasks of a more complex nature than Senior Office Specialists, and Office Specialists.

SUPERVISION RECEIVED:

Works under the direct supervision of the Juvenile Department Director, the Probation Supervisor or other management staff.

SUPERVISION EXERCISED:

Supervises, directs and coordinates work of subordinate secretarial, clerical support staff.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Directly supervises support staff assigned; provides training and advice on legal procedures, policies, and matters involving the Juvenile Court-Probation Division.
- Provides training and supervision to all subordinate clerical staff.
- Evaluates work of all subordinate clerical staff.
- Conducts annual evaluations of all subordinate clerical staff.
- Develops, implements, and evaluates office procedures; develops and recommends office policies
- Reviews and recommends office procedures and policy to assure efficient office operations.
- Works with the Juvenile Management Team to review, recommend, and update department training and policy development.

- Provides Administrative Support/Coordination to Department Programs
- Provides legal support to Juvenile Court Hearings.
- Coordinates/oversees the operation of the weekly Juvenile Drug Court.
- Coordinates/oversees the operation of the weekly Peer Court.
- Coordinates/oversees the operation of the weekly Juvenile Violations Court.
- Coordinates/oversees the operation of the Victim/Restitution Program.
- Coordinates/oversees reporting to School Districts.
- Plans, assigns, and schedules work of subordinates; organizes and prioritize workflow.
- Assures that sufficient staff is available to cover reception, court hearings, and probation support.
- Distributes workload across staff resources to maintain efficient office operations.
- Prioritizes day-to-day office workload and delegates duties to subordinate staff.

JOB SPECIFICATION

KNOWLEDGE OF:

- Principles, practices and procedures of the Juvenile Department.
- Federal, state, and local laws, codes and regulations as pertaining to the Juvenile Department.
- Collateral Agency partners and community resources.
- Comprehensive experience and knowledge of the Juvenile Justice Information System.

SKILL IN:

- Organizing materials and documents.
- Completion of legal petitions and orders
- Developing and maintaining professional relationships.
- Communicating orally and in writing.

ABILITY TO:

- Supervise a staff of clerical and technical positions.
- Effectively deal with persons in difficult and stressful situations.
- Maintain cooperative professional relationships with customers, peers, supervisors, managers, and the community in general.
- Write concisely and perform administrative tasks, including documenting via electronic systems.
- Ability to train and evaluate employees.
- Operate in the Microsoft Windows environment inclusive of using Excel, database management and record keeping programs.
- Perform complex legal assignments requiring minimal supervision.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Four years' legal secretarial experience AND supervisory experience in a juvenile department setting. College course work is preferred. Any satisfactory combination of education and experience which ensures the ability to perform the work may substitute for the above.

OTHER REQUIREMENTS:

Ability to work Monday through Friday 8:30 am to 5 pm or as otherwise scheduled. Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the workday. The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.