

Job Description: SECRETARY I (JUVENILE PROBATION)

CLASS NO. 1903

EEOC CATEGORY: Office and Clerical

PAY GROUP: 11

FLSA: Nonexempt

SUMMARY OF POSITION

Performs general secretarial tasks for the juvenile probation department. Duties include typing letters and notices, answering telephones, maintaining office case files, and greeting the public.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Juvenile Probation Officer
2. Directs: This is a non-supervisory position.
3. Other: Has daily contact with the general public. Has weekly contact with the Sheriff's department and the County Auditor's office.

EXAMPLES OF WORK

Essential Duties*

Assists Juvenile Probation Officer in the day-to-day operations of the juvenile probation office;

Performs general secretarial duties, including filing and typing letters, notices, etc.;

Answers telephone and takes messages or directs calls as required;

Maintains office telephone log;

Collects messages on answering machine daily to ensure prompt response to callers;

Greets the general public within the office and responds to questions or directs calls to appropriate party;

Prepares office bills for payment, including writing checks for signature by Juvenile Probation Officer;

Prepares and mails notices of counseling session times to probationers and their parents;

Performs activation of home monitoring devices on probationers; and

Prepares requisitions for office supplies as necessary;

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
8/2012

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Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: general office operations; secretarial practices; and laws, rules, and regulations pertaining to the Texas Juvenile Law Code.

Skill/Ability to: demonstrate proficiency in both oral and written communication; operate standard office equipment including typewriter, copy machine, and computer using standard word processing software; type accurately at a speed of at least 50 words per minute; maintain accurate office files and logs; and establish and maintain effective working relationships with co-workers, county employees and officials, and the general public.

ACCEPTABLE TRAINING AND EXPERIENCE

High school graduation, or its equivalent, including computer and secretarial training, plus at least one year of experience as a secretary;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

None.