

<b>EXEMPT (Y/N):</b>	No	<b>JOB CODE:</b>	CSC
<b>DEPARTMENT:</b>	Community Justice	<b>CLASSIFICATION:</b>	046
<b>SUPERVISOR:</b>	Director, Community Justice	<b>SALARY RANGE:</b>	24
<b>UNION (Y/N):</b>	Yes	<b>LOCAL:</b>	AFSCME 1442

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**GENERAL STATEMENT OF DUTIES:** Perform advanced and specialized administrative support duties for the Department of Community Justice. Do related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Assist and performs duties of the Department Secretary position as necessary.

Assist Director and Department Supervisors in planning and supervising Department operations and with special projects.

Perform administrative and secretarial duties in support of the Department of Community Justice, including word processing, information compilation, operation of standard office equipment, maintaining files, processing mail, receiving/receipting and distributing fees and other monies, providing meeting support and answering telephones.

Maintain an accurate and extensive filing system relating to Department of Community Justice activities, training and personnel issues.

Perform a wide variety of administrative support duties for the Director and Supervisory Staff.

Assist in the development and implementation of policies, procedures and office standards and practices for more efficient Department of Community Justice operations.

Respond to inquiries from the general public, other departments and agencies. Explain policies and procedures.

Arrange, coordinate and attend meetings, record matters discussed and prepare minutes, including Local Public Safety Coordinating Council (LPSCC), County Safety Committee and Justice Facility Safety Sub-Committee meetings. Attend monthly Statewide Office Operations Network (SOON) meeting and disseminate information to staff.

Receive, sort, analyze and summarize material for the preparation of reports. Relay and interpret administrative decisions, policies and instructions, including Measure 1145 offenders, and reports to Department of Corrections (DOC), including Measure 57 and Alternative Incarceration Programs. Assist the Director with the Annual Report and Community Justice Report and Office statistical reports (including data warehouse, LSCMI and data exceptions Access Department of Revenue reports monthly and prepare/post payments, adjustments and reconciliations. Post Non-Sufficient Funds (NSF) to accounts, send client letter, and adjust fee accounts.

Create and maintain offender files. Enter data in the Law Enforcement Data System (LEDs) and Offender Profile System. Log data, process and forward as required. Verify offender information and data as needed. Modify court orders as needed. Prepare, open, conduct interoffice transfer and close different types of cases including probation, Post-Prison Supervision, Compact, Abscond. Maintain and

check electronic probation records. Purge expired files appropriately. Maintain client photograph files, process fingerprint cards, process Notice of Rights hearings and distribute notices to other law enforcement agencies on wanted offenders.

Serve as LEDs representative for the Department. Provide training and certification to operators. Maintain LEDS training logs and ensure compliance to LEDS rules and regulations for use of the program. Post position openings with LEDS/DOC as requested by Human Resources. Set up new employees in DOC with "new employee" checklist. Maintain and log SecurID fobs.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

Serve as Support Services Liaison to various County offices and departments: Information Technology, Human Resources, Finance & Taxation and the District Attorney's Office.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

**SUPERVISORY RESPONSIBILITIES:** Supervision of employees is not normally a responsibility of this position however this position is responsible for the training and providing input to the Director regarding the daily performance of the Department Secretary; Position may occasionally have some coordination of temporary/volunteer help.

**SUPERVISION RECEIVED:** Works under the general direction of the Director who provides policy and administrative direction and review performance.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Equivalent to an Associate's Degree in business, office procedures or related field. At least six years of progressively responsible experience in office practices and procedures, which includes prior experience in law enforcement related agency. Any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties may be acceptable.

**SPECIAL NECESSARY QUALIFICATIONS:** Must be free of criminal convictions which would affect the ability or perception of the ability to perform this position.

**SPECIAL LICENSES, CERTIFICATIONS, ETC.:** Possession of a valid motor vehicle operator's license and must be insurable under the County's liability insurance coverage. Possession of certification on the Law Enforcement Data System. Possession of notary public certification.

**KNOWLEDGE, SKILL AND ABILITY:** Considerable knowledge of bookkeeping and accounting principles and practices. Considerable knowledge of office methods and procedures. Strong familiarity with the use and operation of all types of standard office equipment and with the use of personal computers and business software, such as word processing, spreadsheets, databases and online programs. Knowledge of criminal justice management practices and principles.

Ability to coordinate the efficient performance of limited staff. Ability to communicate effectively both verbally and in writing. Ability to act in such a manner so as to maintain the confidentiality of issues and matters which may be encountered. Ability to enforce all laws, regulations, ordinances and standards consistently to ensure maximum compliance and to protect the public health and safety. Ability to act effectively and decisively in emergency situations. Ability to perform detailed work involving written or numerical data and to make arithmetical calculations rapidly and accurately. Ability to act independently in the absence of supervision and instructions. Ability to prioritize and accomplish quickly and efficiently a large number of diverse tasks. Ability to maintain harmonious and effective working relationships with fellow employees, other agencies, County officials and the general public.

Skill in the use and operation of office equipment and personal computers.

**PHYSICAL DEMANDS** The physical demands described here 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.

Physical demands for the position while in the office are typically minimal, involving the movement of files, books, equipment, etc., seldom exceeding 25 pounds.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment. Occasional response to after hour emergencies is required. While performing the duties of this job, the employee may be required to travel outside the community to attend meetings or training. The employee may be exposed to a hostile environment when dealing with offenders and must be able to interact to diffuse offender aggression. Daily contact with adult offenders. Exposed to hazards and risks which accompany exposure to adult offenders. Office environment requires tact and sensitivity.