

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

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 related duties may be assigned.

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, 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.

Attend meetings, record matters discussed and prepare minutes for department staff including Local Public Safety Coordinating Council (LPSCC), County Safety Committee and Justice Facility Safety Sub-Committee meetings. Attend monthly Fee System Network 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). Create new Department of Revenue accounts with closure of offenders. 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.

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. Monitor expenditures for different grant funding streams. Assist with quarterly reports and budget activities. Track and report outcomes for programs and services.

Assist Director in preparation of annual County department budget. Maintain records, monitor contacts and expenditures and submit claims for approval to Finance. Make weekly deposits, maintain and

reconcile account ledgers. Assist Director in preparation of biennial Department of Corrections Plan. Monitor fiscal operation of and compliance with the guidelines of the plan. Submit quarterly fiscal summary report to Department of Corrections.

Serve as Department of Corrections point of contact, set up new employees in DOC System and maintain and log SecurID fobs.

Ensure all departmental documents are up to date on departmental shared drive.

Back up Department Secretary on an as needed basis.

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.

Maintain regular attendance during the assigned work schedule as an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers and others is required.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not normally a responsibility of this position.

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 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 or ability to obtain within 60 days of hire. Licensed as a Notary Public in the State of Oregon, or ability to obtain within 60 days of hire..

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of office methods, procedures and elementary bookkeeping. 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 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.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***