

<b>EXEMPT (Y/N):</b>	No	<b>JOB CODE:</b>	CSC
<b>DEPARTMENT:</b>	Community Justice	<b>CLASSIFICATION:</b>	006
<b>SUPERVISOR:</b>	Director, Community Justice	<b>SALARY RANGE:</b>	22
<b>UNION (Y/N):</b>	Yes	<b>LOCAL:</b>	AFSCME 1442

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**GENERAL STATEMENT OF DUTIES:** Perform advanced secretarial/clerical and administrative support to the department, including answering telephone and greeting public, providing requested information, typing, scheduling meetings/appointments, issuing receipts and maintaining records involving the operation of the department. Do related work as required.

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

Type and edit correspondence, memos, reports for department, including presentence investigations. Transmit reports as necessary through State Department of Corrections (DOC) system. Run reports in DOC system.

Receive and record fees for department.

Create and maintain offender files. Prepare files; enter data in LEDS and Offender Profile System; log data; process and forward as required. Verify offender information and data as needed. Collect and process urinalysis test for clientele. Maintain client photograph files, process fingerprint cards, process Notice of Rights hearings and distribute notices to other law enforcement agencies on wanted offenders. Enter UA results and fees into Oregon DOC offender information system.

Post court hearings to schedules. Distribute court hearing schedule to other agencies. Collect police reports from District Attorney's Office.

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. Set up new employees in LEDS and Oregon DOC system.

Answer telephones, greet visitors and offenders and direct inquiries to appropriate area. Prepare outgoing mail, deliver mail, claims and receipts to appropriate departments. Pick up mail or other documents to return to department.

Coordinate vehicle fleet maintenance to include service appointments, insurance and gas card coordination.

Serve as notary public, as necessary.

Maintain accurate and extensive filing system relating to department activities

Maintain office supplies and office ordering.

Attend monthly Statewide Office Operations Network (SOON) meeting and disseminate information to staff.

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 assigned to this position.

**SUPERVISION RECEIVED:** Work under the close supervision of the Director who assigns and reviews work for conformance with established policies and procedures.

**QUALIFICATION REQUIREMENTS:** 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.

**EDUCATION and/or EXPERIENCE:** High school graduate or equivalent plus additional secretarial training. Three years secretarial experience. Or any satisfactory combination of experience and training which demonstrates the ability to perform the above duties.

**SPECIAL LICENSES, CERTIFICATIONS, ETC.:** Possession of or the ability to obtain within three months of hire certification on the Law Enforcement Data System. Possession of or the ability to obtain notary public certification within three months of hire.

**KNOWLEDGE, SKILL AND ABILITY:** Advanced knowledge of office practices and procedures, business English, grammar and spelling, arithmetic, record keeping procedures and bookkeeping principles and practices. Strong familiarity with the use of computers and business software such as word processing and spreadsheets.

Ability to maintain the confidentiality of issues encountered. Ability to maintain effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public.

**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.

Minimal, involving the movement of boxes, files, equipment, etc., seldom exceeding 20 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment. Daily contact with adult offenders. Exposed to hazards and risks which accompany exposure to offenders under supervision.

***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.***