

**PERRY COUNTY COMMUNITY CORRECTIONS  
FULL-TIME ADMINISTRATIVE ASSISTANT**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document 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.

Serves as Perry County Community Corrections Administrative Assistant for all community corrections programs, responsible for preparing and processing documents, maintaining records, and coordinating community corrections operations.

**DUTIES:**

Records court proceedings and meetings with participants according to guidelines, and prepares and processes various documents, including chronological case summaries (CCS). Maintains confidentiality and security of department records, exhibits and information as required.

Answers telephone and greets office visitors for community corrections, providing information, taking messages, responding to inquiries, and researching court records as requested.

Performs a variety of clerical duties, including processing incoming mail, assisting Community Corrections Director and staff, pulling/re-filing records, entering information on computer, and composing/typing and distributing various documents, such as correspondence, forms, drug/alcohol screening lists, violation notices and reports in a timely manner, complies, prepares and submits various periodic reports.

Periodically covers routine participant "check-in" appointments in absence of case manager, including discussing and recording status, changes and problems.

**I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High School graduate with legal work experience, or Associate Degree in a related field with office management training preferred, or equivalent combination of education and experience.

Working knowledge of standard office policies and practices and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of and ability to make practical application of policies, procedures, legal requirements and terminology of circuit court and probation system.

Working knowledge of standard English grammar, spelling and punctuation, and ability to type with speed and accuracy and properly operate a variety of standard office equipment, including computer, printer, telephone, copier, and fax machine.

Ability to maintain accurate records and organized files, perform simple arithmetic calculations, and compile and prepare various reports.

Ability to effectively communicate orally and in writing with co-workers, other County departments, attorneys, law enforcement, Department of Corrections and various community agency personnel, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to understand and follow oral and written instructions and work with others in a team environment with minimum supervision.

Ability to work rapidly for long periods on several tasks at the same time, and complete assignments effectively amidst frequent distractions and interruptions, often under time pressure.

## **II. RESPONSIBILITY**

Performs a variety of standard, recurring duties according to legal requirements and department policies and procedures, with priorities determined primarily by the Director and service needs of the public. Work is reviewed for adherence to instructions/guidelines and compliance with legal requirements. Errors in work are usually prevented through legally defined procedures and are detected through proofreading and standard bookkeeping checks.

## **III. PERSONAL WORK RELATIONSHIPS:**

Maintains frequent contact with co-workers, other County departments, attorneys, law enforcement, Department of Corrections and various community agency personnel, and the public for the purpose of exchanging information and explaining policies and procedures.

Reports directly to Community Corrections Director and Circuit Court Judge.