

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

POSITION: Secretary
DEPARTMENT: Adult Probation
WORK SCHEDULE: As Assigned
JOB CATEGORY: Not Used

DATE WRITTEN: May 2006
DATE REVISED:

STATUS: Part-time
FLSA STATUS: Non-exempt

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. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Secretary for the LaPorte Adult Probation Department, responsible for providing administrative support to Chief Probation Officer and department personnel.

DUTIES:

Types correspondence and various documents, such as pre-sentence investigation reports, revocations, terminations, modifications, travel permits, probation rules, victim impact statements, chronological case summaries and other related documents.

Maintains calendars for Probation Officers and assists with scheduling and re-scheduling appointments as necessary.

Distributes mail, faxes documents, and prepares copies of Court files/documents as directed.

Enters new probationer data into Case Management system after plea is made and assists in requesting and/or forwarding information to other probation departments and law enforcement agencies. Maintains, updates and secures pending/active and closed probation files.

Answers telephone and greets office visitors, responding to inquiries, providing information and assistance, scheduling appointments, and/or directing callers to appropriate individual or agency.

Retrieves/returns files from Clerk's offices.

Attends Court as directed and records necessary information.

Performs any other duties assigned by the Chief Probation Officer.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

circuit-adult/sec

Must be at least 18 years of age.

Knowledge of standard practices and procedures of the department and of legal terminology used in adult probation proceedings, and ability to communicate with and assist probation personnel and various government and public agencies and departments as necessary.

Working knowledge of bookkeeping and standard accounting practices, with ability to balance checkbook, prepare bank deposits, read/interpret bank statements, and maintain complete and accurate financial records.

Working knowledge of standard office procedures and basic computer skills, and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare legal documents and detailed written reports as required.

Ability to type with speed and accuracy and properly operate standard office equipment, including computer, typewriter, calculator, copier, telephone, fax machine, and postage meter.

Ability to file, post, mail materials and maintain accurate and organized records/files.

Ability to effectively communicate orally and in writing with co-workers, other County departments, various law enforcement agencies and probation departments, Community Corrections, S.O.A.R., and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to compile, organize and evaluate data, make determinations, and present findings in oral or written form.

Ability to understand, memorize, retain, and carry out oral or written instructions.

Ability to work alone with minimum supervision and with others in a team environment, often under time pressure, and on several tasks at the same time.

Ability to apply knowledge of people and locations and plan/layout assigned work projects.

Ability to occasionally work extended hours.

II. RESPONSIBILITY:

Incumbent performs duties according to standard practices and procedures of the department with priorities primarily determined by supervisor. Assignments are definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual matters, such as policy interpretations. Errors in work are primarily detected or prevented through procedural safeguards or supervisory review. Undetected errors could result in loss of time to correct error and/or inconvenience to other departments or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, various law enforcement agencies and probation departments, Community Corrections, S.O.A.R., and the public for the purpose of exchanging information.

Incumbent reports directly to the Chief Probation Officer.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting/walking at will, lifting/carrying objects weighing under 25 pounds, keyboarding, bending, reaching, close vision, hearing sounds/communication, speaking clearly, and handling/grasping/fingering objects. Incumbent maintains occasional contact with probationers and may be exposed to irate/hostile persons. Incumbent occasionally works extended hours.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Secretary for the LaPorte Adult Probation Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name