LORAIN COUNTY COMMON PLEAS COURT
POSITION DESCRIPTION

Job Title: Administrative Assistant I   FLSA Status: Non Exempt
Department: Adult Probation Department   Civil Service: Classified
Supervisor: Office Manager   Employment Status: Full Time

JOB PURPOSE AND OVERVIEW

The Administrative Assistant I position is responsible for all window duties which include: welcoming the public, answering the phone, signing in defendants for new referrals and scheduling appointments. The Administrative Assistant I position will also be responsible for office duties when needed. The Administrative Assistant I will assist with clerical and office duties and this position may be required to drug test defendants when needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION

The following duties indicate the general nature and level of work performed by the Administrative Assistant I. They are not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required for this position. Other duties may be required or assigned at any time.

1. Provide clerical assistance as required.
2. Perform general clerical duties related to office administration: types correspondence to the Court, prepares and verifies specialized forms.
3. Maintains filing and record systems within department, operates photocopy machine to provide copies of required documents.
4. Prepare outgoing mail when needed; answers telephone calls and transfers calls to proper individual and takes messages when needed.
5. Greet public and direct to desired person.
6. Complete the referral process, which includes the following duties: sign new defendants in and give them correct packet to fill out; assign to appropriate writer and assign appointment date and time; make new defendant file.
7. Scan completed defendant's files; close files as needed.
8. Monitor clients throughout the collection of the urine sample, process samples in accordance with department regulations and report and record test results.
9. Perform any and all other assigned duties as requested.

QUALIFICATIONS AND REQUIREMENTS

1. Must able to read, write, speak and understand the English language.
2. Computer literate: Word, Excel, Outlook and Internet Explorer.
3. Must be able to complete work in a neat, precise and timely manner.
4. Must be able to type.
5. Must be able to efficiently and effectively manage time and organize workload.
6. Must be able to accept direction and instruction from supervisor(s).
7. Pleasant personality; ability to interact and maintain effective working relationships with other employees and other departments.
8. Must be able to handle stressful situations and clients displaying erratic and/or combative behavior.
9. Must be capable of adhering to State Standards and the policies and procedures of the Lorain County Adult Probation Department.
10. Must be able to effectively communicate with persons of all ethnic and socioeconomic backgrounds.
11. High school diploma/GED or equivalent work experience.

PHYSICAL REQUIREMENTS

Position requires lifting and moving equipment and/or files. Position requires filing, word-processing, scanning, faxing, photocopying, etc. Work on a regular 40 hour week with additional time as necessary.

COURT EXPECTATIONS

In completing the duties and responsibilities of this position, the Court expects the incumbent will adhere to all court policies, guidelines, practices and procedures; act as a role model both inside and outside the Court; perform duties as workload necessitates in a timely, accurate and thorough manner; be conscientious about meeting department productivity standards; and communicate regularly with supervisor about department issues.

Employee hereby acknowledges having received a position description and understands the duties, responsibilities, qualifications, and requirements for this position. Employee further recognizes that the above information is not an exhaustive list and may be supplemented or changed at any time.

_____   _____
Signature of Employee   Date

_____   _____
Witness   Date