



## **Administrative Assistant Lake County Community Justice**

### **OVERVIEW OF THE POSITION**

This position provides clerical support and public service coordination for the Community Justice Department.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Utilize a computer to type reports, narratives, statistics, memoranda, investigations and correspondence from dictation, draft or general instructions.

Receive payments, issue receipts, and make deposits of client supervision fees. Balance the cash drawer.

Maintain assignment logs, office manuals, directories, training records, budget documents, and statistics.

Perform basic clerical duties including, but not limited to, filing, copying, and distributing; take minutes at meetings and maintain files.

Assist in training volunteers and staff in the Law Enforcement Data System (LEDS), the Offender Accountability Tracking System (OATS) and other computer applications as requested.

Responsible for the maintenance of offender files in the statewide management information system, including case identification, and assignment & terms of supervision; prepare and assemble files; process and forward as appropriate; close files as directed; set up investigation files for presentence investigations, in-state investigations, out-of-state investigations, and parole release plan investigations; access LEDS in order to enter, modify, and retrieve information as requested.

Answer telephone and forward calls, take messages, give general information, and answer questions; receive office visitors and clients, directing them to appropriate staff.

Responsible for opening and securing the office daily; remains in the office when officers are in the field or at meetings.

Responsible for coordinating community service work with local non-profit agencies for Adult Community Corrections Offenders, Juvenile and Bench Probationers, and Traffic Court Offenders.

Enter pertinent information into the DOC system, LEDS, and OATS, and maintain information for monthly and annual reports. Submit updated and monthly Misdemeanor/Bench Probation

community service reports to Lake County Circuit Court.

Coordinate community service/work crew with Facility Manager and/or his/her designee to monitor and prioritize community/county projects in need of completion.

Assist the Director with all accounts payables and Budget Preparation.

Maintain and order all office supplies, office equipment, and UA supplies.

Travel to North Lake County on an as needed basis for service delivery.

Work closely and professionally with all Public Safety Partners (Law Enforcement Agencies, Court Offices, State-wide Community Corrections Offices, District Attorney Offices) regarding any and all Corrections Clients or for the needs of the Lake County Community Justice Office. Other related duties as assigned by management.

## **OCCUPATIONAL CERTIFICATES / LICENSES**

High School Diploma or equivalent.

Valid Oregon Driver's License

LEDS Certifications (if not certified, must be able, and will be required, to obtain certification within 2 months of employment.)

## **EDUCATIONAL CERTIFICATES / LICENSES**

Three years of clerical experience, including word-processing; must be able to proficiently operate standard office equipment, including computer, fax, and copier.

## **COMPENSATION**

This is a full-time position with the Community Justice Department, and includes full benefits. This is a non-exempt, union position, and starting pay range is \$2,739 to \$3,495 per month. Starting compensation is determined by Lake County based upon skill and experience. The normal work schedule will not exceed 37.5 hours per week.

## **APPLICATION & SELECTION PROCESS**

Application materials are available from Lake County Business Services Department located in the Lake County Courthouse 513 Center Street, Lakeview, OR 97630. To apply, return a completed Lake County Employment Application to the Business Services Department.