

JOB DESCRIPTION

TITLE: **OFFICE ASSISTANT
DIVERSION SERVICES**

JOB SUMMARY: Perform work consisting of recurring office tasks that relate to the processing of juvenile misdemeanor cases in the Diversion Program.

JOB DUTIES: Search for dormant files to be activated.
Type labels, cards, and record of contacts for first time offenders.
Send correspondence to parents regarding the disposition of cases.
Enter the disposition information into statewide computer (JCS) system.
Close out and file cases.

**TRAINING,
EDUCATION
EXPERIENCE:** Good knowledge of standard Microsoft Word, Microsoft Excel, JCS, JIS and copy machine.
Ability to file accurately.
Ability to follow specific directions.
Must be able to acquire the ability to read the JCS and interpret the information correctly.
Attendance at a half-day Cultural Diversity Training required.

**PERSONAL
TRAITS:** Ability to maintain confidentiality.
Dependability is essential.
Possess flexibility and ability to be objective.

REQUIREMENTS: Must be 18 years or older.
Must dress in casual business attire.
Must submit to a background check.

**JOB
RELATIONSHIPS:** Supervised by the Diversion Office Manager.
Responsible to the Volunteer Services Manager.

**TIME
COMMITMENT:** A minimum of once a week between the hours of 8:00 a.m. to 5:00 p.m. for at least three months.