

## **JOB DESCRIPTION**

|  |  |
|--|--|
| <b>TITLE:</b>                                  | <b>OFFICE ASSISTANT<br/>DRUG AND ALCOHOL TREATMENT SERVICES</b>  |
| <b>JOB SUMMARY:</b>                            | Perform clerical duties for unit involved in drug and alcohol treatment for Pierce County Juvenile Court.  |
| <b>JOB DUTIES:</b>                             | Variety of bookkeeping, filing, and typing tasks.<br>Answer telephone and relay messages in the absence of the director.<br>Good typing skills and computer knowledge.<br>Prepare weekly schedule of staffings for the Probation Department.<br>Log all screenings.<br>Coordinate and maintain client schedules, class schedules, and appointments for up to three counselors and a number of interns.<br>May perform other related tasks as assigned. |
| <b>TRAINING,<br/>EDUCATION<br/>EXPERIENCE:</b> | Must be High School graduate or possess a GED.<br>Must possess proficient bookkeeping, filing, and typing skills.<br>Must possess sufficient knowledge of the Juvenile Court system to operate fully within the system.<br>Attendance at a half-day Cultural Diversity Training required.  |
| <b>PERSONAL<br/>TRAITS:</b>                    | Pleasant personality and ability to maintain working relationships with staff.<br>Self-starter and able to work independently.<br>Help represent the Program in a professional manner.   |
| <b>REQUIREMENTS:</b>                           | Typing skills of 45 words per minute.<br>Professional telephone skills.<br>Must submit to a background check.  |
| <b>JOB<br/>RELATIONSHIPS:</b>                  | Supervised by the Director of RHADD Program.<br>Responsible to the Volunteer Services Manager.   |
| <b>TIME<br/>COMMITMENT:</b>                    | A minimum of two days a week during regular working hours for a minimum of three months.   |