

## **JOB DESCRIPTION**

**TITLE:**                   **OFFICE ASSISTANT  
MEDICAL SERVICES**

**JOB SUMMARY:**       Provide clerical support services to the medical staff of the Juvenile Court.

**JOB DUTIES:**           Assist in maintenance of file systems within the department.  
Copy materials for probation, administrative, or clerical staff.  
Utilize JCS system (State Juvenile Computer System).  
Other projects or tasks as assigned.

**TRAINING,  
EDUCATION  
EXPERIENCE:**         Orientation to the Remann Hall facility and review  
of the Volunteer Training Manual.  
Background in clerical skills or course work in related field.  
Attendance at a half-day Cultural Diversity Training required.

**PERSONAL  
TRAITS:**                Ability to maintain strict confidentiality.  
Ability to understand and follow direction.  
Ability to display and maintain all aspects of professional demeanor.

**REQUIREMENTS:**     Must submit to a background check.  
Must be 18 years old and a high school graduate.

**JOB  
RELATIONSHIPS:**      Supervised by Medical Services Coordinator.  
Responsible to the Volunteer Services Manager.

**TIME  
COMMITMENT:**         A minimum of once a week during regular office hours (Monday-Friday  
8:00 a.m. to 5:00 p.m.) for a minimum of three months.