

## **JOB DESCRIPTION**

<b>TITLE:</b>	<b>OFFICE ASSISTANT PROBATION SERVICES</b>
<b>JOB SUMMARY:</b>	Perform services such as typing and filing and other clerical functions in Probation.
<b>JOB DUTIES:</b>	Operate a typewriter, a JCS computer and a copy machine. Type labels and cards. Perform office support work of a routine, procedural nature in a variety of ways. Perform a combination of tasks ranging from typing, transcription, maintaining files and records, copying and routing documents, answering phones, taking messages and assisting in searching files and accessing information on the JCS computer.
<b>TRAINING, EDUCATION EXPERIENCE:</b>	Knowledge of general office practice and procedures desirable. Ability to file accurately. Good typing skills, knowledge of Microsoft Word computer program and the ability to follow specific directions. Attendance at a half-day Cultural Diversity Training required.
<b>PERSONAL TRAITS:</b>	Motivated and able to follow instructions. Must be able to maintain strict confidentiality. Dependability is essential.
<b>REQUIREMENTS:</b>	Must be 18 years old and a high school graduate. Must dress in casual business attire. Must submit to a background check.
<b>JOB RELATIONSHIPS:</b>	Supervised by a Probation Officer. Responsible to the Volunteer Services Manager.
<b>TIME COMMITMENT:</b>	Time negotiable: A minimum of once a week between the hours of 8:00 a.m. to 5:00 p.m. weekdays for at least three months.