

**SUPERIOR COURT OF THE STATE OF WASHINGTON
OKANOGAN JUDICIAL DISTRICT
JUVENILE COURT SERVICES AND CORRECTIONS CENTER**

OKANOGAN COUNTY POSITION DESCRIPTION

**** ADMINISTRATIVE SERVICES OFFICER ****

DEPARTMENT: Juvenile

RESPONSIBLE TO: Administrator (or designee)

IMMEDIATE SUPERVISOR: Administrative Services Supervisor

STATUS: Salaried- (full-time) - Union - Non-exempt

PAY GRADE: 14

JOB OBJECTIVE/SUMMARY

This is a professional position which requires provision of administrative services to the court services and corrections center, which includes, but is not limited to court scheduling and recording of all court proceedings, preparation of all legal documents that may be generated from court proceedings, operating the JCS and JIS computer systems, operation of all office machines and equipment, all clerical and secretarial functions for the department including bookkeeping and collection of various fines, fees and restitution payments. In charge of the front office area and assisting the public at the front counter and on the telephone. Court preparation and presentation for the department at financial hearings and certain other designated court proceedings. Also responsible for such other support functions as may be designated by the Administrative Services Manager and/or the Administrator.

ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES:

1. Acts as a court scheduler and recorder of all proceedings and is responsible for the preparation of all legal documents that are generated as a result of court proceedings.
2. Responsible for maintaining and categorizing all Juvenile Department and Corrections Center files. Acts as departmental filing clerk.
3. Responsible for the operation of all office machines, word processors and computer terminals, acts as departmental computer operator in charge of entry and updating of all court record information.
4. Acts as a liaison between the juvenile office and prosecuting attorney and defense counsel, with respect to providing all discovery and related materials to the various attorneys in each court case.
5. Provides support services to court services staff, including, but not limited to the preparation of court documents, investigative reports, evaluations, program documents and coordination of scheduling. Responsible for Juvenile Offender point computation and sentencing worksheets according to State Juvenile Disposition Standards and guidelines

6. Supervises the front office area, receives and screens the public by telephone and in person, utilizes basic counseling skills in dealing with difficult clientele.
7. Appraises the Administrator and Administrative Services Supervisor of significant information and deadlines requiring their attention, and performs such other duties as may be required or specified.

REQUIRED QUALIFICATIONS:

1. 21 years of age or older with legal right to live and work in the U.S.
2. High school diploma or GED equivalent is mandatory
3. Ability to obtain certification as a notary public within six months of hire.
4. A valid Washington State Driver's License and proof of liability insurance.
5. Thorough knowledge of keyboarding, computer skills, and ability to operate office machines
6. Ability to use tact, discretion and courtesy in working with the office personnel and public and interdepartmental contacts
7. Ability to work independently as well as contribute to a team
8. Very good interpersonal/communication skills

DESIRED QUALIFICATIONS:

1. Some college coursework and/or Associates Degree in Business Administration, Public Administration, Legal Secretary or a closely related field is preferred and may substitute for experience at the discretion of the Administrator.
2. A thorough knowledge of the following:
 - a. Juvenile Justice System and court rules and procedures.
 - b. Bookkeeping and accounting skills
 - c. Legal terminology, punctuation, spelling and grammar.
 - d. Basic counseling skills and ability to deal effectively with people.
 - e. Ability to foster good working relationships with a variety of employees with differing personalities.
 - f. Computer word-processing, database & spreadsheet programs.

EQUIPMENT USED:

1. County motor vehicles.

2. All types of modern office machines and computers.

WORKING ENVIRONMENT:

Office, courtroom, and secure corrections center.

This is a high stress position, which requires extensive contact with the public, staff and other agency's.

PRE-EMPLOYMENT BACKGROUND CHECKS AND TESTING

No offer of employment will be made until a criminal and child abuse records check and background and reference checks have been completed. Offers of employment may be conditional upon successfully completing Drug Testing and/or Polygraph Testing.

FLSA NON-EXEMPT

This position is non-exempt from the provision of the Fair Labor Standards Act.

EMPLOYEE ACKNOWLEDGEMENT

I have read and received a copy of my position description. This position description reflects general details necessary to describe the position's essential functions and the position's level of knowledge and skill typically required. The position description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, such as working in other areas to cover absences or relief, to equalize peak work, or otherwise balance the workload.

Employee Signature

Date

Effective Date: 8/5/2021	EEO Code: 6	Department: Juvenile
Dates Amended:	Union: Yes	Division: Juvenile Court
FLSA Exempt: No	Grade: 14	Position: JUV014AO2-003