

Part-Time Probation Administrative Assistant

REPORTING TO: Probation Officer

QUALIFICATIONS: High School Diploma/GED required. Associates degree in Criminal Justice, Social Work, or relevant field preferred. Knowledge of computer skills and applications such as but not limited to MS Word, Excel, and Power Point required. Must possess a valid Ohio driver's license with an acceptable driving record and reliable transportation.

EQUIPMENT OPERATED: General office equipment, computer, and automobile

HOURS: Up to 20 per week

JOB DUTIES:

60%

- Maintenance of UA collection system for probation/court including creating reporting schedule for probationers/bond supervision defendants
- Compiling monthly billing of UA's for probationers for approval by probation officer
- Assisting with collection of UA's as needed following Court policies, procedures, and protocols including maintaining chain of custody and transport of specimens for confirmation testing as needed

40%

- Completion of probationer intakes during court days
- Completion scanning/filing of documents relating to current and/or previous probationer files
- Basic clerical duties as assigned by probation officer such as answering telephone
- Maintenance of office supplies/responsible for ordering supplies as needed
- Other duties as assigned by probation officer