



POSITION DESCRIPTION

Title: ~~Office Manager~~ Chief Administrative Assistant

Department: Baldwin County Regional Juvenile Detention Center

Job Analysis: March 2006, Sept 2016, June 2018

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: JDC Director

Subordinate Staff: None

Internal Contacts: All department employees and county employees, appropriate county agencies,

External Contacts: General Public, Juvenile Court Judge, Juvenile Probation Officers, Attorneys, Law Enforcement Personnel, County Commission, other Governmental agencies and personnel; appropriate companies and agencies concerning supplies and materials for the center.

Status: Classified/Non-Exempt ~~(G)~~ (I)

Job Summary

This work is conducted at the Baldwin County Regional Juvenile Detention Center with integrity and in a positive and professional manner. An employee in this position is highly responsible for supervision involving the care, custody and control of juvenile population and the facilitating and/or co-facilitating of the educational sessions. Work also involves supervising subordinates, clerical functions associated with housing, preparing monthly reports of expenditures and request for payment to State Child Nutrition Programs, understanding juvenile behavior and performance of security tasks, which includes but is not limited to intervening in altercations to ensure the safety of both the juvenile and fellow staff members. All work is performed in accordance with local, state and federal guidelines under the direct supervision of the Alabama Department of Youth Services. All employees shall comply with all applicable DYS regulations and standards.

Job Domains

A. Typing and Stenography

1. Types correspondence for the Director, as requested.
2. Attends meetings as directed by the JDC Director and takes notes.

B. Filing and Records Management

1. Files correspondence and maintains records for the Director and Center. Maintains personnel files and reviews for department.
2. Keeps files on accident reports and forwards the documents to the appropriate department.
3. Maintains files for all required documentation.
4. Maintains office and cleaning supply inventory and prepares requisitions, while searching for competitive pricing for such; for all inventory.
5. Coordinates receiving vouchers with purchase orders and maintains all records.
6. Assists with scheduling of outside agencies.

C. Reception and Referral

1. Answers all incoming calls and directs them to the appropriate staff.
2. Handles all incoming traffic and directs to the appropriate staff.
3. Schedules appointments.

D. Operations Responsibilities

1. Coordinates operations of the workplace facility, if applicable or as requested by the Director.
2. Coordinates receiving vouchers with purchase orders.
3. Maintains all records of purchasing and receiving.
4. Works with accounts payable department and purchasing to correct any problems with accounts.
5. Processes employee time in Kronos.
6. Maintains an accounting of all leaves, absences, etc.
7. Responsible for juveniles correspondence
8. Assist with scheduling outside agencies
9. Responsible for maintaining office supplies
10. Prepares agenda action items and performs follow up tasks as required.
11. Other Assigned Duties

E. Bookkeeping

1. Process expense and travel vouchers for department.
2. Other bookkeeping may be assigned.
3. Compiles Department of Youth Services population report and secure custody report.
4. Maintains weekly population reports and ensures such reports are transmitted to the Chief Probation Officer.
5. Compile and maintain meal production records for State Nutrition. Reconcile all payments from Child Nutrition to assure accuracy. Assist Child Nutrition Auditor with necessary documentation.
6. Prepares Social Security Report monthly and coordinates with the prisoner reporting system.
7. Prepares billing for juvenile housing with other Counties.
8. Assists in maintaining the Department of Youth Services standards files for yearly audit; ensuring all data is up to date and included within each file.
9. Assists in maintaining the Prison Rape Elimination Act standards files and ensuring all data is up to date and included within each file.

Knowledge, Skills and Abilities

1. Skills to communicate effectively with office staff and general public.
2. Math skills to perform basic mathematical operations.
3. Skills to prepare correspondence and reports.
4. Knowledge of basic bookkeeping procedures.
5. A good working knowledge of English, grammar, composition and spelling.
6. A good working knowledge of general office practices and procedures.
7. Skills to read, understand and compile printed reports.
8. Knowledge of filing procedures.
9. Knowledge of general office operations and procedures.
10. Knowledge of county policies and procedures.
11. Writing skills to neatly and clearly complete forms, records and reports.
12. Ability to operate office machines such as calculator, computer, copy machine, fax machine and typewriter.
13. Knowledge of Internet Explorer and Outlook Express.
14. Knowledge of Microsoft Word, Excel, and Power Point.
15. Ability to follow written and oral instructions.

Other Characteristics

1. Willing to work overtime when necessary.
2. Maintain a positive and friendly disposition.
3. Ability to work under stress of recurring deadlines.
4. Establish and maintain cooperative working relationships with those in the course of work.

Minimum Requirements

1. Two (2) years' experience in secretarial related work.
2. Must have a valid driver's license and be insurable by the County's insurance guidelines.
3. Willing to submit to background checks to include Department of Public Safety, criminal and DHR central registry.
4. Be willing to attend educational courses for advanced training.
5. Willing to work non-standard hours when necessary.