

Job Advertisement

Job Title: Administrative Specialist (Full-Time)

Opening Date: October 2, 2024

Closing Date: Until Filled

General Summary:

Performs assigned duties as related to Juvenile Probation and Detention Services under the direction of the Operations Administrator, Assistant Director and/or Director of Juvenile Services. The ability to work in a multi-task, fast paced office setting. Knowledge of accounts payable, maintain accounts payable spreadsheets to reconcile monthly with the County. Provide training support and maintain training records for the department as required by TAC Chapter 344. Monitor and maintain office supplies and responsible for department inventory. Be willing to obtain additional training, skills, experience and certified as a Juvenile Supervision Officer as the Texas Juvenile Justice Department prescribes.

Essential Job Functions:

- Serves as Receptionist for the Juvenile Probation Department. Handles incoming telephone calls in a professional and courteous manner. Receives visitors and clients with professionalism.
- Must possess the ability to operate office equipment such as computers, (Windows application) copy machine, fax machine, postage machine, calculator and telephone system.
- Ability to type correspondence and related documents for the Probation and Detention/Residential Programs including but not limited to: Service contracts, input CRCG related data and will be required to perform other duties as administratively assigned. Able to enter and/or retrieve data (juvenile information) on Juvenile Case Management System (JCMS) assists in receiving and/or verifying restitution and probation fees from clients.
- Ability to process vendor invoices, compiles and maintains accounts payable reports and research vendor statements and resolve in a timely manner. Maintains accounts payable reports and spreadsheets, and reconciles monthly with County reports.
- Assists in the duties of the Director of School Nutrition Program under Assistant Director.
- Able to work as a Detention Cook i.e. prepare, cook and serve meals, daily paperwork, ordering supplies and preparing inventory, etc.
- Provide training support and maintain training records for the department as required by TAC Chapter 344, entering staff training information into Integrated Certification Information System (ICIS) program, and maintain training documentation.
- Maintain Probation/Detention department office supplies and responsible for department inventory. Maintain calendars for department meetings, conferences, court, employee appointments, travel, etc. and distribute.
- Regular attendance is required.
- For the purpose of compliance with the Americans with Disabilities Act and ADA Amendments Act, this job description does not account for potential reasonable accommodations.

- Categorizing, cataloging and developing placement resources and act as a liaison between the Juvenile Probation Department and contracted placements.
- Maintain a Certified Juvenile Supervision Officer status, must be able to work shift work, weekends, evenings and/or Holidays.
- Maintain a Notary Public status in the State of Texas.

Additional Responsibilities

- Be able to work flexible hours, may include some late evenings and weekends.
- Provide transport of juveniles(s) as required by the Department.
- Able to travel, if needed.
- May be assigned to the departments On-Call rotation.
- Send, collect and distribute mail/faxes and monitor deliveries to the department.
- Ability to take Minutes at Staff Meetings or other related departmental meetings, and distribute.
- Assists with maintaining Compliance Monitoring Enforcement Tracking System (COMETS) for the departments auditing purposes.
- Assist in preparing closed juvenile case files for archiving.
- Assist in preparing and distributing required monthly statistical reports, as required by the department and State.
- Provide clerical support to the Director of Juvenile Services and/or Assistant Director.
- Open, sort and route incoming mail and prepare outgoing mail.
- Required to perform other duties as assigned by the Operations Administrator, Assistant Director and/or Director of Juvenile Services.
- Maintain department inventory log.

General Qualification Guidelines:

Experience, Education and General Qualifications

A High School diploma or GED; must be 21 years of age or older, successfully pass physical, urinalysis and thorough background investigation, under Texas Administrative Code, Title 37 Public Safety and Corrections Part XI, Texas Juvenile Justice Department Chapter 343, Section 3: An incumbent to comply with State Standards and be of good moral character. Must be able to pass Handle with Care Restraint and CPR/First Aid Training, must be able to pass Texas Juvenile Justice Department, Juvenile Supervision Officer Competency Exam. Food Handlers Certificate required and will provide training if needed.

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Knowledge, Skills and Abilities

- Must have at least 2 – 3 years secretarial experience preferred.
- Two (2) years of accounts payable experience required.
- Working knowledge of Windows 10 Professional, MS Office Products. Word/Excel/Outlook.
- Type a minimum of 45 WPM.
- Possess good telephone skills.
- Ability to use 10-key by touch.

Be willing to obtain additional training, skills, experience and certifications as the Texas Juvenile Justice Department prescribes.

Registration, Certification or Licensure

- Must possess a valid Driver’s License.

Physical Requirements

- Standing, sitting, stooping, walking, carrying, kneeling, bending, vision, hearing, talking, reaching, lifting, pushing, write and drive.

Physical Demand Code

- 100% Time Spent on M - Medium
- C – Continual is 70%
- F – Frequently is 30%
- 1,2,3,4,5,6,7,8,9,10,11,12,13,14,17,18,19,20

PHYSICAL DEMAND (overall strength)

PHYSICAL DEMAND CODE

Provide support to Director of Juvenile Services.

Standing/Sitting/Walking/Reaching/
Vision/Hearing/Talking

Perform typing and bookkeeping related functions for the department.

Standing/Sitting/Walking/Reaching/
Vision/Hearing/Talking

Perform personnel functions for the departments staff.

Standing/Sitting/Walking/Carrying/
Bending/Vision/Hearing/Talking

To do all aspects of this job.

Vision/Hearing/Walking/Sitting/
Standing/Reaching/Talking/Bending

Maintain skills by training.

Sitting/Walking/Vision/Talking/
Hearing

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THIS IS A DESCRIPTION OF THE WAY THIS JOB IS CURRENTLY PERFORMED:

PHYSICAL DEMAND

DESCRIPTION

JOB TITLE

Machines, Tools, Equipment, and Work Aides

Telephone, fax, computer, printer, copy machine, calculator.

Environmental Factors

None

Protective Equipment Required

None

Non-Physical Demands

None

SKILLS

Reading: Reports, Department Memorandums, Statements

Writing: Prepare department correspondence, report writing

Math: General math

Reasoning: Ability to follow instructions, and use own initiative in scheduling own workload

Supervisory: Ability to supervise personnel

Managerial: None

Interpersonal: Ability to communicate and work with department staff, Supervisor's, Elected Officials, Law Enforcement, Public, Families, Residents and other County Officials

NOTE: This job description covers the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required.

\$37,500.00/Annual Salary

For Application, please contact:

Van Zandt County Juvenile Probation Department

323 East Garland

Grand Saline, Texas 75140

(903) 962.6292/Office

(903) 962.6413/Fax

****EQUAL EMPLOYMENT OPPORTUNITY****

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