

JOB DESCRIPTION

JOB TITLE:	Administrative Assistant/Community Service Coordinator
DEPARTMENT:	Boise County Community Justice
LOCATION:	404 Montgomery Street, Idaho City, Idaho 83631
STATUS:	Full-time (40 hours) with benefits
REPORTS:	Position reports to the Community Justice Administrator

BASIC FUNCTIONS:

To perform a variety of administrative and clerical tasks to support the daily activities of the Community Justice Department. To manage a community service caseload of juvenile and adult offenders and to maintain the community service program.

ESSENTIAL FUNCTIONS:

- Provide customer service by greeting office visitors, answering incoming calls, collecting payments and processing department claims.
- Operate and assume responsibility for scheduling maintenance of department equipment and vehicles, perform light janitorial duties, and complete errands as needed.
- Assist in the planning of special events, arrange meetings, occasionally attend court hearings and schedule appointments with internal and external partners.
- Conduct research on grant opportunities, assist with grant application preparation and provide support for maintaining grant files.
- Manage and distribute information by sending and receiving emails and faxes, sorting and distributing incoming and outgoing mail, preparing agendas and meeting minutes; maintaining a variety of department files, records systems, forms in multiple locations, asset inventory and office supplies, to include ordering office, drug testing and cleaning supplies,
- Manage a community service caseload for juvenile and adult offenders, including documentation of all contacts and activities; preparation of affidavits; maintaining a community service work schedule; assigning work hours or referring offenders to alternative placements; collecting and verifying time sheets; corresponding with offenders and community service placements regarding progress and compliance; and maintaining program statistics.
- Maintain the community service program, to include: seeking new opportunities and partnerships for community service projects throughout the local and neighboring communities; developing, implementing and overseeing community service projects; transporting offenders to and from community service worksites; providing direct supervision of offenders completing community service work and record hours served; maintain inventory of tools and equipment; and seek additional resources and donations.

REQUIRED ABILITIES:

- Perform all work duties and makes sound and reasonable decisions in accordance with laws, ordinances, rules and regulations and policies and procedures.
- Maintain confidentiality in managing sensitive legal issues and cases.
- Work independently without a high degree of supervision, ability to stay on task with frequent interruptions or distractions, adjust priorities quickly as circumstances change, and perform a wide variety of duties and responsibilities with accuracy and speed.
- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively on the telephone and in person.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to prepare, process and maintain various documents and reports and monitor client compliance.
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computer equipment and other office equipment.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to:
 - A. Transport files, folders, and equipment weighing up to 20 pounds;
 - B. Work in an office setting;
 - C. Remain in a sedentary position for most of each work day;
 - D. Operate office equipment and access office cabinets;
 - E. Drive a county vehicle to various sites for client contact or compliance;
 - F. Occasionally use physical restraint on agitated/aggressive people; and
 - G. Supervise people performing community service projects that are on uneven or rough terrain.
- Is subject to random drug testing.

WORK ENVIRONMENT: Some work will be in an office environment, but considerable travel may be required in the course of performing daily job duties. Incumbents may sometimes supervise people performing community service outdoors in weather conditions that can range from extreme cold to extreme heat. Incumbents may be required to wear a uniform. Incumbents may be required to be on call and work a flexible schedule, which could include work on some weekends, evenings, nights and/or holidays.

NOTE AND DISCLAIMER: The above statements are intended to describe the general nature of the job and is not an exhaustive list of all responsibilities, duties, and skills required of the incumbent. The hiring pay range may be appropriately adjusted based upon employment experience.