

PLEASE POST !!!

OPEN POSITION

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS
FOR THE FOLLOWING POSITION:

9 PROBATION SECRETARY – ADULT PROBATION
\$16.4332/hr. - 40hrs/wk.

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 4/25/2024

REMOVE: OPEN UNTIL FILED

MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: PROBATION SECRETARY

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide overall administrative and clerical support to the Probation Supervisor, department division and other individuals directly related to the Monroe County legal system. Duties and responsibilities include, but are not limited to: preparing and typing various legal documents; processing case files, petitions; answering incoming telephone calls and providing assistance to the public; and performing other duties are required.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Drafts, types and otherwise prepares various legal documents and correspondence to include letters, affidavits, petitions, memorandums, summons reports and other documents; reviews information for accuracy and completeness; makes corrections and/or additions as needed, enters information into various computer data bases; distributes documents to other departments, offices and/or personnel; maintains copies for departmental files and future reference.

Maintains confidentiality of all proceedings; consults with attorneys, defendants, detectives, law enforcement, court personnel and other individuals as necessary to assist in hearing processing.

Arranges court hearings and petitions for clients, and other staff; ensures all individuals are aware of meeting dates and times; notifies participants of cancellations and/or changes in appointment times and dates.

Creates and maintains case files as needed; enters case information into computerized database bases; ensures proper documentation is present and that all information is accurate and complete; prepares files for trials and hearings; distributes to appropriate individuals; updates and/or makes corrections as necessary; boxes, archives and/or purges outdated files as necessary; maintains confidentiality of all information as required.

Compiles legal information and statistics for various reports, rosters and correspondence as required by departmental assignment; conducts research to obtain information and data; examines data for relevance; reviews information with supervisor and/or other personnel as necessary; prepares report according to departmental guidelines; maintains copies for future reference and use by authorized individuals.

Greets clients and/or resolves conflicts; accepts, reviews and assists clients in completing applications; answers questions and provides information; collects necessary information and identification; makes copies and files for departmental use.

Receives and screens incoming telephone calls; routes calls and/or takes messages as necessary; answers questions from staff, law enforcement, outside agencies, the public or other individuals as necessary; provides information accordingly.

Utilizes various office equipment such as personal computer, calculator, fax machine, typewriter, photocopier, and other equipment as necessary to perform daily duties; uses various computer software in the preparation of reports, documents

and case tracking and maintenance; keeps apprised of changes in equipment and software; learns new programs as necessary.

Maintains inventory of office and other supplies; receives requests from other individuals for supply orders; orders replacement materials as needed.

Receives incoming mail for assigned department(s); sorts and distributes to appropriate individuals; prepares certified letters and outgoing mail; processes UPS and overnight packages; delivers to appropriate location.

Performs administrative duties such as making photocopies, faxing documents, assisting other administrative and support staff with assignments, and performing other duties as required during the day-to-day operations of assigned division.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations/codes; attends workshops and training sessions as appropriate

Ability to become certified in JNET & Pennsylvania Courts Management systems

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by **one (1) year** of previous experience and/or training involving criminal justice, legal, secretarial and/or general administrative expertise required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. the ability to calculate decimals and percentages and to utilize principles of fractions;

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.