

# Clinton County Juvenile Court Services

**Position Description: Administrative Assistant**

**Division: Juvenile Court Services/Probation**

**Civil Service Status: Unclassified, serves at the discretion of the Juvenile Court Judge**

**Reports to: Juvenile Court Judge  
Chief Probation Officer**

**Please Submit Cover Letter and Resume to:** Rachel Young, Chief Probation Officer @ [ryoung@clintoncountycourts.org](mailto:ryoung@clintoncountycourts.org).

## **Job Responsibilities:**

- Assist the Chief Probation Officer with daily operations
- Maintain an updated client, customer, contractor and supplier management system
- Aid with grant tracking data process collection and maintain the grant tracking data system
- Aid in processes with the grant cycle to update and manage records
- Strong problem-solving and analytical skills
- Good social and presentation skills
- Excellent oral and written communication skills
- High self-initiative with the ability to work well under pressure
- Able to work effectively with minimal supervision
- Knowledge of handling and maintaining general office equipment
- Proficient in court management systems, Microsoft Office applications or the ability to be trained
- Work closely with the Friends of the Court Board to maintain record keeping and flow between the Department and Board.
  - Maintain records and financial transactions between the department and Board
  - Maintain secure file system for donations between department and Board
  - Assist in Program presentations
  - Create and maintain documents to assist the Board
- Assist the Probation Officers with program data management as well as administrative duties
- Assist Community Service Coordinator with program data management, scheduling
- Assist the 4-H Program Coordinator with program data management as well as attending 4-H meetings, coordinating projects, and working with 4-H youth and families during the fair
- Assist mediation department with limited support including maintaining office equipment and supplies
- Assist and provide office support to include but not limited to general office duties
- Maintain procurement card(s) for the department in locked file system
- Create and maintain office documents
- Maintain Probation Department filing system
- Assist in management of the Office Schedule
- Manage Office Supplies to include maintaining and ordering of supplies for the Probation/Mediation Office Area
- Assist in maintaining the Office Lobby Area Information System
- Ability to remain calm in sometimes high stress situations
- Ability to maintain confidentiality

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**Qualifications:** High School Diploma, telephone etiquette, computer skills, maintain cooperative attitude and working relationships, ability to learn court management system, ability to follow instructions with accuracy and attention to detail, ability to learn and operate office equipment, ability to learn and operator computer management systems, outlook, phone system,

**Work Schedule:** Full time position scheduled at thirty-five(35)-forty (40) hours per week. Some additional hours as needed

Licensure and Certification Required: Possess and maintain a valid driver's license.

Clinton County is an Equal Opportunity Employer.