



Franklin County Domestic and Juvenile Courts

POSITION TITLE:	JCES (JUVENILE COMMUNITY ENRICHMENT SERVICES) ADMINISTRATIVE ASSISTANT
IMMEDIATE SUPERVISOR:	JCES Director
WORKING HOURS:	7:30am to 4:30pm or 8:00am to 5:00pm
STARTING SALARY:	\$27.25 per hour. Position is subject to 180-day probationary period.
MINIMUM REQUIREMENTS:	High School Degree or GED. Minimum of three (3) years' working in a professional office, business, secretarial or administrative role. Minimum of two years' experience supporting staff at the executive or senior management level. Strong computer and data entry skills. Proficient in Microsoft Word and Excel preferred.
FLSA:	Non-exempt (Unclassified)

POSITION SUMMARY:

Performs secretarial and administrative duties for the Director of Community Enrichment Services and Assistant Deputies. Responsibilities include but are not limited to typing letters, memos and reports, preparing confidential materials for the Judges, Court Administrator and Assistant Directors. Assist preparing reports and collecting statistical information for reporting. Prepares expense reports, maintains multiple calendars, schedules appointments, organizes events, acts as a liaison with other departments and agencies for special projects and daily needs of the JCES department.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Coordinate and administer the daily activities and functions of the JCES Director's office.
2. Performs various secretarial and administrative support duties for the JCES Director and coordinators (QA and Grants Admin), as needed.
3. Maintains strict confidentiality with sensitive information.
4. Draft correspondences and documents; proof documents, reports, presentations, etc, copy and scan; prepare reports, monthly meeting packets, all staff agenda, etc.
5. Responsible for answering, screening, and responding to messages left on Director's phone line. Records the JCES Voice Mail Messages during Holidays & Emergency Inclement Weather, etc.
6. Perform review and analysis of special projects and keeps the director properly informed.
7. Prepares and routes Court documents to appropriate parties.
8. Sort, re-direct & distribute daily outside and inter-office mail coming into the JCES department. Date/time stamp all deliveries and maintain Merchandise Pick up/Delivery Log.
9. Provides support staff coverage when necessary.

10. Performs other duties as assigned.

SECONDARY RESPONSIBILITIES:

- Maintain copier and usage in Lobby by filling with paper, calling for service repair and processing the attorneys' copy cards and maintain payment log for usage.
- Help with any administrative projects such as copying, filing, scanning, collating, etc.
- Help with various department needs and projects.
- Call PFM for Maintenance as needed.
- Help Court Appointed Counsel/s as needed.
- Secure conference rooms and break room at end of day.
- Using Microsoft Word and Excel for various duties.

CORE COMPETENCIES / KSA'S:

Well organized and detail oriented

Equipped with the functional and technical knowledge and skills to do the job with a high level of accomplishment.

Uses time and resources effectively and efficiently.

Can attend to a broad range of activities.

Ability to multi-task

Ability to effectively cope with change.

Deals with concepts and complexity comfortably.

Is seen as a team player and cooperative.

Relates well to all kinds of people, practices attentive and active listening.

Dedicated to meet the expectations and requirements of staff, management, and external customers.

Can diffuse high-tension situations comfortably.

Excellent customer service skills