

Authorization No.:  
Position No.:  
Pay Grade:  
Date:

## **ISLAND COUNTY** **SUMMARY JOB DESCRIPTION**

**POSITION: SECRETARY ADMINISTRATIVE ASST.-JUVENILE COURT SERVICES**  
**POSITION NUMBER: 1403.01**  
**CURRENT EMPLOYEE:**  
**ANNUAL HOURS WORKED: 1040**

### **1.0 MAJOR FUNCTION AND PURPOSE**

1.1 Employee in this position is responsible for providing secretarial and case management support to the Juvenile Court, Administrator and Probation Counselors.

### **2.0 SUPERVISION RECEIVED**

2.1 Employee in this position is given significant discretion, within the scope of policy and regulations, in the routine performance of his/her duties; supervision and guidance are received from the Administrator.

### **3.0 SUPERVISION EXERCISED**

3.1 Employee in this position normally does not supervise any staff, unless serving as Acting Administrator during the absence of the Administrator.

### **4.0 SPECIFIC DUTIES AND RESPONSIBILITIES**

4.1 Prepare letters to clients and reports to the Court; coordinate Case Management, including maintenance of files, contact with applicable person and agencies as well as related duties.

4.2 Monitor Court Orders and Diversions, set up detention schedules, notify clients, monitor detention schedules, monitor progress and completion of requirements by juveniles, coordinate courtesy supervision for out of County juveniles, transport juveniles as necessary.

4.3 Process the various requirements of the program, including files, record checks and other necessary tasks; coordinate compliance checks with various associated agencies on restitution, probation.

4.4 Perform other tasks as directed.

**5.0 DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES**

- 5.1 Valid Washington State Drivers License.
- 5.2 Familiarity with tools, instruments, equipment and techniques commonly used in the performance of related tasks.
- 5.3 Maintains a high standard for accuracy, completeness and efficiency in the preparation of reports.
- 5.4 Ability to quickly grasp new techniques, deal with rapid changes in events, remain calm in stressful situations, relate to various personality styles in a calm, professional manner.
- 5.5 Effectively communicates with others for purposes of gathering and relating information.
- 5.6 Understands the need for maintaining confidentiality of sensitive information.
- 5.7 Independent and self motivated to complete required deadlines while simultaneously completing other tasks.
- 5.8 Familiarity with court processes and legal terminology.

**6.0 EDUCATION, EXPERIENCE AND CERTIFICATES**

- 6.1 High school diploma or equivalent, and as otherwise indicated.
- 6.2 Prior experience in Juvenile Court and/or secretarial work preferred.
- 6.3 Ability to successfully complete various required training classes and obtain certificates necessary for functional skills performance, maintenance and improvement.

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE EMPLOYER AND EMPLOYEE, AND IS SUBJECT TO CHANGE AS THE NEEDS OF THE EMPLOYER AND REQUIREMENTS OF THE JOB CHANGE.**

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**DATE**

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**DEPARTMENT HEAD**

\_\_\_\_\_  
**DATE**

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**EMPLOYEE**