

POSITION OPENING

DEPARTMENT: DeKalb County Court Services

POSITION: Administrative Assistant II

RESPONSIBLE TO: Management

QUALIFICATIONS: Skills in typing (50 wpm), computer skills, transcriber, phone and public contact; high school education or equivalent.

RESPONSIBLE FOR: Reception; typing, which includes general and court correspondence, case notes, and reports; file set-up; and other general office duties.

**GENERAL EMPLOYMENT
QUALIFICATIONS:**

In addition to the minimum education requirements, the successful applicant will have demonstrated ability in the following:

- * Oral/Written Communication Skills
- * Interpersonal Sensitivity
- * Planning/Organizing
- * Problem Analysis
- * Judgment
- * Oral Fact Finding

WORKING HOURS: 37.5 hours per week

STARTING DATE: As Soon as Possible

SALARY RANGE: \$24,122 - \$26,540 plus benefits

APPLICATION DEADLINE: May 18, 2018 by 4:30 PM

APPLICATION PROCESS: Letters of application and resumes accepted by:

Stephen Sells and/or Mike Venditti; Supervisor
DeKalb County Court Services
200 N. Main Street
Sycamore, IL. 60178

“EEO Employer / Program. Auxiliary aids are available to individuals with disabilities upon request”

DEKALB COUNTY - JOB DESCRIPTION

JOB TITLE: Administrative Assistant II

JOB CODE:

Non-Exempt

DEPARTMENT: Court Services

GENERAL SUMMARY

Under the direction of the Court Services management, the Administrative Assistant will be responsible for the answering of all incoming phone calls, routing them to the appropriate personnel, and/or taking the appropriate messages. The Administrative Assistant will also be responsible for setting up case files, entering data and routing mail to its appropriate place. The Administrative Assistant performs office work directly related to management policies or general business operation. The Administrative Assistant will greet people and notify staff their appointments are waiting for them. The Administrative Assistant will greet all individuals from court and provide them with the appropriate information. The Administrative Assistant is responsible for the achievement of departmental objectives, as well as ensuring a high quality and cost-effective service delivery. The Administrative Assistant performs special projects and/or duties as directed by Court Services management.

PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Greets the public and notifies staff of an appointment waiting for them.
2. Greets individuals from court and provides them with the appropriate information.
3. Enters data, makes copies of information and appropriately sets up files.
4. Receives phone calls, takes messages, logs/assigns cases for the appropriate officer.
5. Opens, date stamps, and distribute mail to the appropriate person.
6. Adheres to all Court Services policies and procedures.
7. Maintains positive working relationships with persons, agencies, and other units of the criminal justice system who come into contact with the Court Services organization.
8. Attends and participates in regularly scheduled staff meetings.
9. Submits accurately documented weekly time sheets to Court Services management on a timely basis.
10. Receive LEADS certification.
11. Manages and monitors records and record destruction, per statute.
12. Electronically file court related documents.
13. Monitor and order office related supplies.
14. Performs special projects and/or duties and responsible for the successful completion of directives as specified by Court Services management.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

1. Knowledge skills and abilities acquired through the completion of a high school degree.
2. Requires typing skills of 50 wpm as normally required through the completion of typing classes.
3. Requires ability to utilize a personal computer with Word/Excel and/or other programs, and phone.
4. Requires ability to interact with a diverse group of individuals coming into contact with the Court Services organization.
5. Requires organizational skills necessary to prioritize a varied workload.
6. Requires oral communication skills necessary to disseminate accurate information to staff and the public.
7. Ability to transport oneself in order to accomplish job performance requirements as dictated by Court Services Policy and Procedures.
8. Knowledge of Court Services Policies and Code of Conduct.
9. Knowledge of circuit issues and impact of policies made throughout the circuit.
10. Must be able to establish working relationships with outside departments, i.e., Finance Department, Circuit Clerk, State's Attorney's Office, Facilities Management, Information Management Office, etc.
11. Must maintain confidentiality regarding all personnel and management issues.

PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS

Sitting, talking, hearing is required (perceiving sounds), near vision (ability to distinguish objects clearly at 20"), lifting objects less than 10 pounds, carrying objects less than 10 pounds, handling (manipulating objects) fingering (typing, writing) are required 75% or more of the shift. Walking, sitting, reaching,

ascending/descending from a chair, pushing objects weighing ten (10) pounds or less is required about 25% of the time. Standing, bending, twisting and carrying objects weighing 10 pounds or less are required about 25% of the time. Kneeling, crouching and balancing are required in unusual situations.

WORKING ENVIRONMENT WHILE PERFORMING ESSENTIAL FUNCTIONS

75% or greater of the work time is spent inside protected from weather conditions, exposure to radiant/radiation hazards. Noise in excess of 90 decibels, electrical hazard, physical attack or injury from a defendant, exposure to atmospheric conditions such as fumes, odors, poor ventilation, are present only in unusual situations. Outside exposure to extreme heat or cold, wet or humid, vibrations, mechanical hazards, chemicals, burns, explosives, heights above 12', hazards from fast moving vehicles, atmospheric conditions of dust, or physically confined worksite are not present.

EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS

Copy machine, fax machine, computer terminal, phone system (voice mail). Transportation sufficient to accomplish job objectives will be needed.

REPORTING RELATIONSHIPS

Reports To: Court Services Management
Directs Work Of: None

HIRING CONTINGENCY

After an offer of employment is extended to a specific candidate, said candidate's hiring is contingent upon the candidate obtaining a tuberculosis-screening test.

All employees, including those with a history of Bacillus of Calmette and Guerin (BCG) vaccination, should receive a "Two-Step" Mantoux tuberculin skin test unless a previously positive reaction can be documented. The Two-Step must be performed at the DeKalb County Health Department or a personal physician at a nominal cost to the employee. Documentation of the test results must then be provided to Court Services Administration.

Individuals with active pulmonary or laryngeal TB will not return to work until there is definite proof of lack of infectivity in respect to negative cultures and negative sputum smears. Documentation of the test results must then be provided to Court Services Administration.

All employees with negative PPD's will be retested annually by DeKalb County Health Department.

Perspective employee has been cleared through a criminal background check and drug screen.

BLOODBORNE PATHOGEN RISK CODE: Yes

RECEIPT AND APPROVAL

Employee Name (Print) Employee Signature Date

Name (Dept. Hd/Elected) Title Date