

JOB DESCRIPTION
COMMUNITY CONTROL/ADULT PROBATION DEPARTMENT
SCANNING CLERK/SUBSTITUTE ADMINISTRATIVE ASSISTANT

QUALIFICATIONS: High school graduate; at least four years of secretarial experience preferably in a legal environment; must have good knowledge of the criminal justice system and court procedures; good interpersonal relationship skills; communication skills; writing skills; telephone skills; filing skills; ability to communicate with attorneys, judges, other officials, co-workers, probationers and the general public; basic administrative skills; computer competency; typing skills; familiarity with general office equipment; basic bookkeeping/accounting skills; must appreciate the confidentiality and ethical responsibilities of the Community Control/Adult Probation Department and the Courts.

JOB RESPONSIBILITIES: Under the direct supervision of the Chief of Adult Probation, scans old records; screens mail, phone calls and other inquiries to the Adult Probation Department; maintains records as required; maintains federal/state/local reports; schedules appointments/court hearings; answers public inquiries; prepares court orders and correspondence for Judges as required; computer data entry; performs other related duties as required.

The following describes the duties and requirements of the position of Adult Probation Department Scanning Clerk/Administrative Assistant:

1. Records Retention/Case Maintenance
 - a. Scan documents from old files and upload the files to the current software system
 - b. Retrieve old files from the storage unit at Facility Maintenance Building and return files once completed
 - c. Maintain progress of scanning in Excel spreadsheet
 - d. Preparation of probation department files on each criminal case including all the facts and reports pertaining to the case.
 - e. Log probationers' office visits and calls
 - f. Computer entry of all cases and ongoing information received on each probationer.
 - g. Typing, filing, answering phones, and copying.

2. Substitute Administrative Assistant
 - a. Fill in as needed for the assignment clerks to the Common Pleas Court Judges
 - b. Maintain the judge's calendar and daily schedule
 - c. Schedule appointments, hearings, trials, and schedule courtroom for visiting judges by maintaining a docket and computer scheduling.
 - d. Prepare and delivery mail internally
 - e. Performs clerical functions; answers telephone; assists general public; greets and directs visitors

HOW TO APPLY: The application form is required and can be downloaded at <https://sanduskycountyoh.gov/uploads/Jobs/Application%203.19%20doc.pdf>. Applications and resumes can be faxed or emailed to Chief Probation Officer, Angie Snell at 419-334-6179 or snell_angie@co.sandusky.oh.us.