

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE:	CHILDREN'S JUSTICE CENTER SECRETARY
CLASS CODE:	6370
FLSA STATUS:	NON-EXEMPT
SUPERVISORY STATUS	NONE
EFFECTIVE DATE:	06/14/2008
DEPARTMENT:	CHILDREN'S JUSTICE CENTER

JOB SUMMARY

Under general supervision of the Executive Director-CJC, performs working-level clerical work as needed to expedite the delivery of services provided by the Utah County Children's Justice Center.

ESSENTIAL FUNCTIONS

Receives, screens and directs incoming phone calls including calls from individuals in crisis; assists visitors and callers by providing information and directing them in correct processes; provides initial response to questions, complaints or problems following established communications and information sharing policies, practices or procedures.

Performs scheduling, notification, and preparation of materials for various meetings, interviews, medical exams and other CJC services; completes a variety of forms; establishes and maintains official documents and records in appropriate files.

Enters case tracking information and program data into data base; updates victim demographic information; collects and prepares information for statistical reports.

Types verbatim transcripts of recorded interviews conducted at the center and furnishes copies to appropriate agency professionals, staff and prosecuting attorneys according to deadlines.

Processes, sorts, and distributes incoming and outgoing mail and reports.

Processes information for department payroll and utilizes the County's time-entry system to ensure proper reporting of work time; resolves employee payroll questions and issues in coordination with the Personnel Department.

Maintains an inventory of office supplies and enters and tracks purchase orders for the same; balances petty cash account.

Scans images and documents to store, modify, and retrieve electronically.

Maintains control files of matters in progress and follows up to ensure progression and completion of actions.

Attends regularly scheduled CJC Board meetings as needed to take and transcribe minutes; prepares various reports and documents for distribution and review.

Prepares invoices and billing forms for CJC medical services and submits billing information electronically if required; receipts payments received for medical services to the Utah County Auditor and Treasurer for processing.

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PAGE 2

KNOWLEDGE, SKILLS, AND ABILITIES

Basic Knowledge of: legal and medical terminology and the criminal justice system.

Working Knowledge of: standard office practices; proper grammar, spelling, and punctuation.

Skill in: typing and data entry; reading, writing and basic math; operating transcription and audio and video recording equipment as well as standard office equipment; using various software applications including word processing and basic spreadsheets.

Ability to: maintain cooperative relationships with those contacted in the course of work activities; communicate effectively verbally and in writing; understand broad objectives and follow general and specific instructions.

PHYSICAL DEMANDS

Regularly: sits at a desk or table; walks, stands, or stoops; operates transcription equipment requiring hand/foot coordination.

Occasionally: lifts or otherwise moves objects weighing up to 25 pounds; drives a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office or other environmentally controlled room. Work exposes incumbent to mental stress associated with working with, and hearing detailed disclosures from, victims of abuse.

EDUCATION AND EXPERIENCE

High school diploma or equivalent and three (3) years of general clerical work experience. Equivalent combinations of education and experience may also be considered.

LICENSING AND OTHER REQUIREMENTS

Selected applicants may be subject to a background check.

Applicant must possess a current driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

Selected applicants must pass a type test at or above the rate of 50 WPM net.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.