

# Uintah County

## Job Description



|                    |                           |                        |      |
|--------------------|---------------------------|------------------------|------|
| <b>Title:</b>      | CJC Administrative Clerk  | <b>Code:</b>           | 512  |
| <b>Division:</b>   | Childrens' Justice Center | <b>Effective Date:</b> | 3/07 |
| <b>Department:</b> | Attorney                  | <b>Last Revised:</b>   | 2/12 |
| <b>FLSA Cat:</b>   | Non-Exempt                | <b>Pay Grade:</b>      | 13   |

### GENERAL PURPOSE

Performs a variety of **routine clerical and secretarial** duties as needed to expedite the delivery of services provided by the children's justice center.

### SUPERVISION RECEIVED

Works under the general supervision of the Children's Justice Center Director.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

Serves as center receptionist; receives phone calls and attends to walk-in public; provides general information regarding center operations and services; takes messages, sets up appointments.

Meets with the public, members of various agencies, and collects data in order to create case files.

Operates personal computer to enter case information and program data; regularly updates case information and performs case tracking.

Assists in coordinating multi-disciplinary team meetings; prepares agenda, may take minutes and distribute for review and approval.

Makes preparations for victim interviews; orients family to facilities and establishes a comfortable atmosphere; prepares recording equipment; completes various forms and ensures accuracy of demographic information.

As requested, types transcripts of interviews conducted at the center. Furnishes copies to prosecuting attorney and/or appropriate law enforcement personnel as soon as practical.

Performs general facility housekeeping as needed.

Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school or GED;
- AND
- B. Two (2) years of experience performing clerical or secretarial duties;
- OR
- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

**Working knowledge of** modern office practices and procedures. Basic operation of personal computer and various software applications for word processing (MS Word), spread sheets, data base management. Basic grammar, punctuation, and English skills.

**Ability to** maintain confidentiality; Maintain filing and record keeping system relating to confidential and sensitive materials and information; work with the public, special interest groups and government agencies and develop effective working relationships; communicate effectively, verbally and in writing; operate copy machine and other types of standard office equipment.

3. Special Qualifications:

Must have an acceptable background, verified by a formal background check.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, and talking. Interpersonal communication essential to successful completion of job duties. Common eye, hand, finger dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability, creative thinking and problem solving. Occasional travel by automobile required in the normal course of job performance.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)