

County of Fulton

Job Title: Administrative Assistant/Fiscal Assistant/Clerk II

Department: Probation

Reports to: Chief Probation Officer

Salary Level: A1, \$13.63 - \$18.58 per hour

Hours per Week: 37.5

An employee in this position performs specialized clerical duties and responsibilities within the assigned department.

Examples of Work Performed

1. Type and prepare letters, reports, memos and other documents.
2. Sorts, copies, files correspondence and documents.
3. Answers the telephone, takes messages and/or transfer calls.
4. Greets and assists the public.
5. Receives and processes payments including issuing receipts.
6. Compiles, enters and updates information in various computer databases.
7. Operates computers, calculators, copy machine, fax machine and other office equipment.
8. Assists with collection of necessary data for grants.
9. Attends meetings and training sessions as required.
10. Assists with other clerical duties as assigned.
11. Assists Department Officers with clerical duties.
12. Performs other job related duties as required.

Supervision Received

1. Receives instruction, direction and supervision from the Chief Probation Officer, Department Supervisors and Probation Officers.

Working Conditions

1. Works indoors in adequate office space, lighting, temperature and ventilation but subject to fluctuations.
2. Works with average indoor exposure to noise, stress but subject to disruptions.
3. Normal indoor exposure to dust/dirt.

Physical/Mental Requirements

1. Must be able to pay close attention to details and concentrate on work.
2. Must possess ability to record, convey and present information, and follow instructions.
3. Must be able to sit for long periods of time throughout the workday, with intermittent periods of standing and walking and occasional periods of bending, twisting, stooping, reaching as necessary to carry out essential job duties.
4. Dexterity requirements range from coordinated movements of fingers/hands for typing, to simple dexterity of feet/legs/torso as necessary to carry out job duties.
5. Sedentary work, with occasional lifting/carrying of objects with maximum weight of ten pounds.

6. Must be able to cope with physical and mental stresses of the position.

Qualifications

1. A high school diploma or equivalency, plus some business/clerical and computer training.
2. A minimum of two (2) years working experience in an office environment, county government or court system, or any acceptable combination of equivalent training and/or experience.

Knowledge, Skills and Abilities Required

1. Must be able to speak, understand and write the English language, including use of grammar, spelling and punctuation.
2. Must possess good communication and interpersonal skills.
3. Must possess the ability to function independently and the ability to work with co-workers, supervision offenders and others.
4. Must possess the ability to maintain strict confidentiality.
5. Must possess the technical knowledge of office practices, including use of computers, phones, copier machines, fax machines, postage machine or the ability to learn the required knowledge.
6. Must possess the ability to learn legal terms, definitions and appropriate application.
7. Must possess the ability to handle a variety of clerical duties and flexibility to switch tasks throughout the workday.
8. Must be willing to undergo further instruction and training as required.

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF ADMINISTRATIVE ASSISTANCE AND AGREE TO ABDE BY REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITES TO THE BEST OF MY ABILITY.

Signature of employee

Date

Signature of Supervisor/Chief Probation Officer

Date

Compliance with the Americans with Disability Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.