

WASHINGTON COUNTY
Job Description

JOB TITLE: Executive Assistant - Juvenile Detention

Exempt (Y/N): No

DEPARTMENT: Juvenile Detention Center

DATE PREPARED: June 2016

SUPERVISOR: Director

SUMMARY:

The Executive Assistant - performs executive level administrative and secretarial duties for the Director and others designated by the Director. This position works closely with the Director and coordinates with other county personnel, in addition with state, federal, municipal agencies, other counties, as well as vendors and the general public. This position has considerable contact with the courts, attorneys, the public and other county offices and officials. The Executive Assistant has a shared responsibility for the department's efficient operations and is directly responsible for the supervision of the part-time Administrative Office Assistant position. Ensures that all office functions are performed efficiently and in a professional, accurate, confidential and timely manner. Ensures that each situation is handled according to County policies, Federal and State regulations. The incumbent is essentially the "gatekeeper" for the office as well as providing secretarial/administrative support. Ensures that all purchasing requirements are met and that all budgetary items are properly recorded. Work with vendors selling products such as food, equipment, office supplies, chemicals, etc. for the administration offices and the detention center. Assist the Director with grant applications as well as maintaining accurate budgets for grants and the center county budget. Assist the Director and Lieutenant in the interviewing and hiring process. Maintains the Center's checking account, time clock and payroll. The incumbent will carry the title of the Center's Food Service Director while adhering to state standards set forth by National School Breakfast/Lunch Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Perform executive level secretarial/administrative duties for the Director and others designated by the Director; including but not limited to; typing, answering and disseminating of telephone calls, personal visits, answering/distributing of correspondence. Must maintain confidentiality for sensitive information as directed by the Director or by County policies. Initiate and install new ideas for efficient operations.
2. Maintain office equipment. Call for service and/or repair as required. Maintain adequate supplies for facility offices. Reorder supplies as necessary.
3. Place weekly orders for food. Attend a minimum of two food shows a year as required by the state for comparing products and pricing.
4. Enter nutritional data into Nutri-kids database for each menu item. Create and maintain a daily menu for residents, adhering to state guidelines. Create separate menu for special needs residents (allergies, pregnancies, etc.)

5. Maintain daily records for the National Breakfast and Lunch Program. Ensure each officer has been properly trained on completing daily nutritional records as required by the State. Complete monthly reporting to the State Division of Youth Services for the Breakfast/Lunch/Snack Reimbursement claim and submit to Director for review and signature. (This reimbursement can generate thousands of dollars in returns) Attend required workshops/training for the Breakfast Lunch Program as required by the State.
6. Oversee Intern Program ensuring the completion of standard paperwork and contracts (when needed) involved as well as the scheduling of the volunteers.
7. Research and organize information for grant writing. Assist in the grant application process. Be able to provide written and oral communication to county committee members concerning grants, which entails attending various county meetings including the Quorum Court meeting. Maintain a budget database for each grant that is awarded to the facility. Provide Director with a detailed monthly budget report for said grants as required by each Grantor.
8. Receipt resident 's personal cash and issue the resident a check for that cash. Deposit cash into the Center's checking account. Maintain transactions and enter into the computerized record keeping system. Provide comptroller with monthly transaction reports as well as the bank statements. Meet with Director and County Auditor yearly providing accurate records of such information.
9. Prepare and submit an annual report of Unclaimed Funds to the State of Arkansas on any outstanding checks that are a year old.
10. Maintain the Director's calendar, schedule appointments, make reservations, travel arrangements, as well as informing supervisors of appointments and activities within the Regional Juvenile Detention Center as well as County activities.
11. Conduct all liaison activities in a professional manner to ensure a positive image of the Regional Juvenile Detention Center and maximum cooperation between and among the County, the public, other county's/agencies. Determining how and when to share information utilizing discretion.
12. Ensure that all County policies and procedures are adhered to. Responsible for processing new employees, complete all required paperwork, schedule orientations, medical exams, psychological evaluations, enter and update employee information into in-house data base. Maintain and update confidential personnel files, ensuring strict guidelines are followed for the security of credentials. Assist in ensuring that all JDC employees have photo identification cards.
13. Oversee the Regional Juvenile Detention Center's employee records to ensure all Deputies acquire and maintain the required standardized training. Files are subject to audit by Standards and it is imperative that records are accurate and up to date.

14. Responsible for the time keeping of JDC personnel records for accuracy of hours, payroll codes, leave of absence records, FMLA, Workman's Compensation, shift exchanges, overtime reports, time off requests and any other in-house paperwork for the Director's review and signature.
15. Train all personnel on proper procedures for time keeping utilizing the "Time Clock". Complete payroll worksheets for submittal to the comptroller's Office. Provide Regional Juvenile Detention Center employee's/human resources with a bi-weekly detailed individual payroll report. Maintain and file records of time sheets, compensation, vacation, overtime and leave of absence.
16. Must have in-depth knowledge of the billing process and revenue sources for the Juvenile Detention Center. Submit invoices to other counties for reimbursement for out of county juvenile holds. Maintains records and submits spending activities to the Comptroller of the facilities' Visa purchases as well as all other expenditures incurred by the facility.
17. Assist the Director in preparation of operational manuals and guidelines for the department. Assist in the job description process including but not limited to upgrading, reorganizing and adding new positions.
18. Communicate with the County's Computer Administration to ensure proper function of the centers intake database. Maintain accurate records to provide to the Director for quarterly reporting to the Division of Youth Services as well as monthly reporting to the County Judge.
19. Prepare/update a training manual for the Rite Track system. Ensure that all personnel are properly trained in the proper database functions. Maintain resident files in an accurate and efficient manner.
20. Handle all scheduling, application, travel plans, hotel reservations, payments for employees attending seminars, out-of-town classes, conventions, etc.
21. Read incoming mail and determine which requires the attention of the Director other senior department personnel as well as disseminating resident's mail. Handle mail requiring personal calls or correspondence. Interaction with elected officials, key community leaders and other influential persons that have business with the Director.
22. Provide administrative support to the Director, Assistant Director, Staff Development Supervisor, Youth Development Specialist Supervisor, Youth Development Supervisor, Juvenile Caseworkers, Social Work and Education Department when required.
23. Supervise, resolve problems, organize assignments for the part-time Administrative Office Assistant and instruct personnel on acceptable office procedures.

24. Supervise special projects as assigned by the Director. Some projects require coordination with other County Offices and other agencies
25. Provide a projected report of the expenditures for the coming year to the Director.
26. Responsible for maintaining the center's intake database.
27. Responsible for updating/maintaining records for the Center's inventory in excess of \$5,000.00.
28. Responsible for maintaining inventory issued to Center's personnel (uniforms/equipment) etc.
29. Develop/update training materials (power points etc.) to assist senior staff in training while meeting the needs of the Regional Juvenile Detention Center.
30. Develop/update/recommend revisions to forms utilized within the Regional Juvenile Detention Center.
31. Respond to requests from other agencies, facility's as necessary.
32. Complete special reports/projects as assigned by the Director.
33. Keep current on County policies & procedures as well as federal/state laws to ensure that the County is in compliance at all times.
34. Attend monthly staff meetings.
35. Record and type minutes of the meeting and provide to the Director for file.
36. Complete correspondence courses/training assignments as directed by the Director.
37. Serve as a resource for staff and employees of the Center on matters related to Human Resources questions. Assist employees in completing forms according to County policies and ensuring forms are completed accurately and in a timely manner; assist in answering questions and responding to requests and inquires regarding personnel policy.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High School diploma with a minimum of 2 years clerical/secretarial schooling and/or a minimum

of 2 years experience in general office skills, previous grant work, record maintenance, or data input is required.

SUPERVISORY SKILLS:

Supervises the part-time Administrative Office Assistant, volunteers and interns on office related duties. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include, but are not limited to: resolving problems, directing work and addressing complaints.

OTHER SKILLS and ABILITIES:

The incumbent must possess highly developed organization skills and the ability to work under pressure, at times without supervision. The incumbent should also possess good organizational skills for prioritizing workloads. Clerical/Secretarial skills include software application knowledge, accurate typing, calculator (10-key), photocopier, facsimile machine, scanner, copy machine, camera, and multi-line telephone system, etc. Must have in-depth knowledge of Microsoft Word, Excel, PowerPoint, and general computer skills. Also must have knowledge of modern office practices, procedures and equipment. They must have the ability to make decisions with a constant awareness that actions are subject to scrutiny by the public and others. Shall possess excellent communication and human relation skills. Must have in-depth knowledge of all daily operations within the Juvenile Detention Center, as well as that of purchasing, accounts payable, and the preparation of a multi-million dollar budget. The incumbent must have knowledge of Juvenile Standards as well as Detention and County Policies.

Additionally, the incumbent must possess a valid Arkansas Driver's license, complete and pass a physical, drug screen, be clear of tuberculosis, and not have a record of child abuse or neglect. Must not have a criminal record of any kind and before selection into this position, must be able to withstand a complete background investigation, must complete a physical and drug screen as part of the employment requirements within the first thirty days after hiring date.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. Be able to talk and hear. The employee frequently is required to walk, sit, and reach with hands and arms. The employee is occasionally required to stand, climb or balance, and kneel or crouch.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee

encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will be required to enter the staff work area and the residents living area which could expose this person to: high noise level, verbal abuse or harassing language, and airborne or contact pathogens that transmit illness or disease.