



## JOB DESCRIPTION

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**JOB TITLE:** Probation Secretary/Clerk II

**DEPARTMENT:** Potter County Probation

**SUPERVISOR'S TITLE:** Chief Probation Officer

**JOB CLASS:** Union Class IV, Level 1

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### PROBATION SECRETARY/CLERK II

#### GENERAL DESCRIPTION

The Probation Secretary/Clerk II is a moderately complex secretarial position involving interaction with the general public and typing and processing of documents in a variety of functions. Other tasks to be performed include, but are not limited to: typing letters, reports, contracts, transactions, vouchers and itineraries from handwritten drafts, or original source documents into draft or final form.

#### ESSENTIAL REQUIREMENTS, DUTIES AND RESPONSIBILITIES

A Probation Secretary/Clerk II must be reliable, have exceptional public relations skills, organizational skills, data entry skills, and be fully able to fulfill responsibilities that ensure professional and efficient operations of the Probation office.

THE PRIMARY DUTIES OF THIS POSITION ARE TO PERFORM AND/OR ASSIST IN THE FOLLOWING:

- Maintenance of filing systems and records/bookkeeping;
- Process payments both in person and via mail;
- Make deposits of funds as necessary;
- Track violations of Probation and all other necessary paperwork and file with the Prothonotary's office when necessary;
- Schedule hearings with Court Administrator and send out hearing notices;
- Prepare paperwork for out-of-county and out-of-state case transfers;
- Purchases department office supplies, equipment, etc. when needed;
- Prepare conditions and payment plans accordingly;
- Preparations of juvenile documents and work closely with the Juvenile Probation Officer.

GENERAL RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO PERFORM AND/OR ASSIST IN THE FOLLOWING:

- Professional and secure processing of mail, to include restricted and certified/issue receipts;
- Interactions with the public and court-related officials through face-to-face contact, telephone, and other means of communication;
- Prepare Check Requests for Petty Cash and log/balance weekly;
- Prepare monthly required State and County reports of fiscal statements;
- Backup Community Service Coordinator/Clerk II position when needed;
- Other responsibilities and/or duties as assigned or requested.



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### **QUALIFICATION REQUIREMENTS**

#### KNOWLEDGE AND ABILITIES:

- Able to maintain strict confidence;
- Ability to become familiar with criminal and civil procedures;
- Ability to file, accounting, and reviewing compliance with computer generated reports;
- Ability to administer multiple projects at one time;
- Ability to work independently within standard operating procedures and legal requirements;
- Ability to use time management skills;
- General knowledge of various office equipment.

#### EXPERIENCE AND TRAINING:

- High School diploma or equivalency;
- Vocational/Associate education with a preference of a minimum of one (1) year experience in:
  - Secretarial work
  - Bookkeeping
  - Legal practice/law enforcement;OR any combination of equivalent experience and training
- Computer literacy and keyboarding abilities;
- Effective written and verbal communication skills;
- Effective time management, organizational and problem solving skills;
- Effective interpersonal and conflict resolution skills;
- Willingness to attend trainings related to job position.

#### PHYSICAL REQUIREMENTS:

- Ability to lift light storage boxes (20 lbs.);
- Ability to work under pressure and meet deadlines;
- Ability to sit for extended periods of time;
- Ability to frequently stand and walk;
- Normal manual dexterity and hand-eye coordination;
- Corrected hearing and vision to normal range;
- Verbal communication.

### **ADDITIONAL REQUIREMENTS:**

- Possession of a valid Pennsylvania driver's license;
- FBI Criminal History check and Pennsylvania Child Abuse Clearance

### **HOURS:**

Monday – Friday            8:30am – 4:30pm with 1 hour for lunch  
35 hour work week;

Overtime as needed and approved by Chief Probation Officer and/or Assistant Probation Administrator

**PAY RATE AND BENEFITS:** Pay rate and benefits are based on the union contract.