Class Code	3002/Nonexempt
Position Title	Administrative Assistant
Working Area	Judicial Drug Court Operations Assistant
Effective Date	July 9, 2002

JOB DESCRIPTION

Special Note: Three (3) year grant-funded position.

Scope

Administrative and secretarial work in support of the Judicial Drug Court Coordinator.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Handle confidential information; provide clerical support. Enter data for participant demographics. Perform receptionist functions which include: respond to inquires, day-to-day management of paperwork, track referrals, candidates, and participants' status. Prepare and distribute reports and/or program information, schedule meetings, record and summarize meeting minutes. Compose, type, proof, mail, copy, and file appropriate paperwork, correspondence; order office supplies, coordinate office communication, conduct research, and monitor procedural processes of drug court program.

Minimum Qualifications

Knowledge and Skills

Organize, prioritize and coordinate program activities. Work well independently or in a team setting. Communicate well orally and in writing. Effectively use grammar, spelling, and punctuation. Use a personal computer.

Education

High School Diploma or GED with two years administrative/secretarial responsibilities.

A comparable amount of education, training, or experience may be substituted.

Working Conditions

The work environment for this position is a general office setting. The incumbent performs most job duties sitting at a desk or table. An incumbent in this classification performs job tasks that require repetitive hand motion.