

**PORTAGE COUNTY**  
**Portage-Geauga County Juvenile Detention Center**

**TITLE:** Administrative Assistant

**JOB OBJECTIVES:** Incumbent is responsible for providing support to the Superintendent and the Detention Center in the associated areas of Human Resources, Finances and Budget, Clerical Duties.

**ESSENTIAL JOB FUNCTIONS:**

- Provides on-site support for Computer Operating Systems including: CourtView Detention System, MUNIS Financial System, and the Integrator Security System.
- Manages Human Resource Functions including preparing and controlling personnel records.
- Reviews and compiles billings to local school districts for educational services as well as other agencies when required.
- Files reimbursement documentation for State and Federal Grants: Title I Education, National School Lunch Program, Prepares Detention Center Federal Schedule.
- Assists with the preparation of the Annual Operating Budget and Financial Reports.
- Assists with the inventory and ordering of supplies, materials, and food products.
- Compiles and prepares statistical data and reports for distribution to other agencies.
- Prepares Expenditure Reports, Revenue Reports, and Payroll for submission to the Auditor's Office.
- Signs bills, invoices, purchase orders, and payroll in the absence of the Superintendent. Prepares purchase orders and payments of bills for distribution to the Purchasing Department and the Auditor's Office.
- Types, copies, files, and distributes confidential memos, reports, and documents.
- Attends meetings, takes notes, and types minutes of meetings for submittal.
- Other duties as assigned by the Superintendent.

**NON-ESSENTIAL JOB FUNCTIONS:**

- Assists with Detention Center Training.
- Compiles information and material for special reports and projects.
- Assists with Accreditation Standards and Files maintenance.
- Responds to inquiries from the Courts, other agencies, and the general Public.

Performs related Essential and Non-Essential functions as needed.

**I. JOB REQUIREMENTS**

**Equipment:** Needs to be skilled in computers, Microsoft Office Systems, fax machine, and copiers.

**Critical Skills/Expertise:**

- Ability to communicate effectively, both verbal and written skills.
- Knowledge of Office Procedures, Filing, Record, and Bookkeeping Procedures.
- Strong Problem Solving Skills.

**Job Standards:** Related experience required. Bachelor Degree in Criminal Justice Administration, Public Administration, Computer Science, or related field preferred. Must have valid Ohio driver's license.

**II. DIFICULTY OF WORK**

Work involves moderately complex computer tasks, relatively standardized tasks, processes and operations following established laws, standards, policies, procedures, and practices. Incumbent must comply with all laws, standards, and oversight agencies.

**III. RESPONSIBILITY**

Supervisor provides detailed or technical instructions as needed, and evaluates work annually. Errors in work are readily detected in the normal course of work by standard checking, resulting in little or no difficulty in loss of time to correct.

**IV. PERSONAL RELATIONSHIPS**

Incumbent has contact with co-workers, employees in the department, public sector employees, institutional residents, and the public. The purpose of these contacts is to provide support for the Detention Center.

**V. PHYSICAL EFFORT AND WORK ENVIRONMENT**

**Physical**

**Requirements:** Employee's work is identified as light work, requiring the lifting of up to twenty five (25) pounds occasionally.

**Physical Activity:** Incumbent performs the following physical activities: balancing, stooping, crouching, reaching, standing, walking, talking, hearing, and repetitive motions.

**Visual Activity:** Employee performs work where the seeing job ranges from close to the eyes to beyond arm's reach.

**Job Location:** Incumbent works inside with no exposure to adverse environmental conditions.