



JOB DESCRIPTION

<i>Title</i>	Juvenile Court Assistant			
<i>Department</i>	Various		<i>Job Class</i>	A 14 3
<i>Driving Required</i>	No		<i>Safety</i>	No
<i>Labor Union</i>	AFSCME Local 2746 Courthouse/Roads		<i>FLSA</i>	Non-exempt
<i>Created</i>	Nov 2021	<i>Reviewed</i>		<i>Revised</i>

Purpose

Provides advanced administrative, staff, and customer support to assigned department/division, working directly with Juvenile Counselors and Director, and is the point of contact for the public, youth and families, law enforcement, and outside legal entities in regard to juvenile delinquency cases.

Essential Functions

A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet the job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

- Provides staff level support to department/Juvenile Counselors/Director as workload and staffing levels dictate. May organize/coordinate the activities of visitors, scheduling, and daily work assignments. May also organize/coordinate the work of other department staff on specific work assignments.
- Maintains a high volume of case files (misdemeanor, felony, juvenile delinquency, juvenile dependency) by establishing and organizing files; monitoring and meeting deadlines; producing, reviewing, verifying, and processing court documents; inputting and retrieving data; reviewing upcoming and pending cases and preparing documents as required; and routing materials to the appropriate parties.
- Maintains accurate, timely records and files to monitor federal and state-funded programs and submit reports as required. Maintains confidentiality and complies with all county administrative and personnel policies.
- Interacts with a wide range of inter-departmental and external partners/personnel in the course of managing case files; establishes and maintains effective working relationships with other office staff members, court personnel, law enforcement agencies, Department of Human Services, other law enforcement agencies, and general public. Communicates with municipal, county, state, and federal law enforcement agencies and maintains contact regarding specific case information.
- Draft summons and communicate with law enforcement to serve summons to youth and families for court hearings, motion hearings and trials.
- Builds and assembles discoverable materials packages (e.g., police reports, photographs, AV recordings, redactions, lab reports, disciplinary records) and provides them to appropriate parties; records and maintains billing and invoicing system for materials provided to defense attorneys.



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- Files necessary paperwork to expunge juvenile delinquency cases and takes follow-up action as directed. Communicates with the State of Oregon to complete expunction process for youth eligible for automatic expunction. Works with law enforcement and courts to verify expunction of records is complete.
- Serves as department/program representative with the public through reception and customer service duties as required. Professionally greets visitors, responds to incoming phone calls, provides accurate and timely responses to inquiries and complaints, and sends/receives emails and maintains ongoing communication with the public.
- Serves as point of coordination as authorized in various interdepartmental public and civic matters. May serve as administrative support for assigned projects, committees, or other groups to record minutes and proceedings.
- Creates a variety of documents such as letters, memos, reports, charts, forms, agendas, spreadsheets, tables, minutes, and legal documents. Verifies and corrects grammar, spelling, and formatting. Updates and maintains spreadsheets, databases, and reports and tracks/logs data for the department/program.
- Performs basic bookkeeping-related functions for program; may include funds tracking, invoicing, balancing daily receipts, processing purchase orders, and depositing funds.
- Researches and compiles data from a variety of sources, some confidential in nature. Prepares summary reports, conducts statistical calculations and incorporates other complex quantitative and qualitative data summaries.
- Sorts, arranges, files, and maintains documents and records; reviews files for completeness and accuracy; updates and purges files according to department/program guidelines.
- Prepares and publishes notices, including social media postings and webpage management, as directed and in accordance with established procedures and policy requirements. Checks completed forms and documents for accuracy and compliance prior to distributing the information through public or internal communication channels.
- Maintains and monitors office supplies, including ordering and inventory.
- Coaches, mentors, and explains the paper work flow and filing process to new employees as authorized.
- Works independently to plan and arrange own work sequence; prioritizes projects and assignments, provides backup support to staff when needed, and reports operating problems to supervisor. In coordination with supervisor, maintains, amends, or develops department procedures, routines, and filing systems.

Mandatory Qualifications

- Education and Experience
 - Two-year (Associate-level) degree and two years' specialized training and experience in the clerical and/or administrative field, OR
 - High school diploma and five years' experience in a clerical or administrative field or any satisfactory combination of experience and training
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- Skills
 - Advanced knowledge of clerical and administrative support profession
 - Advanced record-keeping skills
 - Thorough knowledge of basic bookkeeping-related functions
 - Ability to read and write proficiently
 - Excellent customer service and problem-solving skills
 - Thorough knowledge of office procedures and operation of various office equipment
 - Advanced data entry and computer operations skills
 - Working knowledge of PC and word processing software

Desired Qualifications

- Some college-level courses in business management, accounting principles, and techniques of project management or other related field
- Familiarity with criminal and legal terminology and law enforcement processes and procedures.
- Some experience working in a legal setting and/or administrative support for a Juvenile Department or law enforcement agency.
- Knowledge of specific PC word processing software utilized by the county and previous experience in an administrative position with a county department
- Ability to read and write Spanish

Physical Demands

Lifting and moving items up to 50 pounds. Ability to sit and stand for long durations of time.

Clatsop County is committed to providing reasonable accommodations as required by the Americans with Disability Act (ADA). Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions and/or physical demands.

Working Conditions

A professional office setting. Potential travel to meetings, conferences, trainings or local law enforcement agencies.

Supervisory Responsibility

No supervisory responsibilities.