

FAIRFIELD COUNTY

JOB TITLE: ADMINISTRATIVE ASSISTANT
DETENTION CENTER

GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of secretarial and administrative duties in support of the Detention Center including handling the procurement of goods and services and performing all accounting and bookkeeping duties relative to same, entering data into computer, and serving as receptionist for the Center. Reports to the Detention Center Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Is responsible for the procurement of goods and services needed for the Correctional Center to include communicating with vendors and sales reps concerning products and services as well as placing orders by phone.

Handles all records relative to procurement such as processing requisitions, purchase orders, etc. Verifies the accuracy of quantities and prices on all purchase orders.

Processes accounts payables to ensure that invoices are properly approved for payment.

Performs receptionist duties such as answering the telephone and responding to public inquiries.

Assists in the administration of standard operating policies and procedures of the Detention Center.

Processes incoming and outgoing mail.

Assists with planning training sessions for Detention officers. Coordinates travel plans for Detention Center staff.

Directs and oversees the activities of the Food Service Supervisor. Performs such supervisory

duties as instructing; assigning, planning, and reviewing work; maintaining standards; coordinating activities; and acting on employee problems.

Receives, reviews, processes, files and/or submits a variety of documents and report such as invoices, time sheets, incident reports, hearing notifications, inmate status sheets, attendance records, requisitions, transfer requests, EWC forms, and general letters of correspondence, etc.

Operates or utilizes a variety of types of office equipment including computer, typewriter, calculator, copier, fax machine, and general office supplies.

ADDITIONAL JOB FUNCTIONS

Searches female inmates as directed.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma and three to five years of office experience, or any equivalent combination of education and experience which provides the required skills, knowledge, and experience.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of types of office equipment including computer, calculator, copier, typewriter, fax machine, etc. Must be physically able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Position involves mostly sedentary work, but may require walking, standing, reaching, etc. for brief periods of time. Must be able to lift and/or carry weights of approximately twenty pounds.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the giving of instructions/assignments to subordinate personnel. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read a variety of documents, reports, and other materials. Requires the ability to prepare documents and reports such as purchase orders, requisitions, log sheets, and general office correspondence, etc., using the proper format, punctuation, spelling and grammar. Requires the ability to communicate with co-workers, other County personnel, sales reps, families of inmates, inmates, and the general public, etc., with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of rational systems such as accounting (bookkeeping), bookkeeping, secretarial science, etc., in order to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; determine percentages and utilize decimals; and determine time and weight.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in utilizing office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

PERFORMANCE INDICATORS

Knowledge of Job: Has considerable knowledge of the methods, techniques, and procedures of the Detention Center as they pertain to duties of the position. Has good knowledge of general office operations, functions, and procedures. Has comprehensive knowledge of the terminology used within the Detention Center. Knows how to speak clearly and politely in dealing with employees, vendors, supervisors, and the general public, etc. Is able to gather and analyze information and prepare accurate reports. Knows how to estimate time, materials, and supplies required to complete various routine activities. Is able to learn and apply new skills needed in order to promote efficient completion of duties. Has good secretarial, organizational, and human relations skills. Has comprehensive knowledge of procurement procedures and is able to perform same efficiently. Is knowledgeable in the use and care of office machines and equipment. Is able to type accurately, neatly, and efficiently. Knows procedures and policies of the County and how to apply same. Is able to maintain accurate records, ledgers and accounts. Has the ability to perform required mathematical calculations accurately and efficiently. Has the ability to apply commonsense understanding to perform tasks and is able to use independent judgment in routine situations.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying

alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the County and to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with higher management, County Administrator, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.