CORRECTIONS SECRETARY II
POSITION DESCRIPTION

GENERAL STATEMENT OF DUTIES:
Works with considerable independence in performing legal secretarial work of a complex nature; does related work as required in direct support of administrative, management, client, and program services to support Coos County Community Corrections.

SUPERVISION RECEIVED:
Works under the direct supervision of the Coos County Community Corrections Director, Assistant Director and Program Manager. Also may receive supervision from clerical employee of higher grade.

SUPERVISION EXERCISED:
Supervision of employees is not a normal responsibility of positions in this class, but an incumbent may be expected to assist in training new personnel.

EXAMPLE OF PRINCIPAL DUTIES:
An employee in this classification will perform any or all of the following duties. However, these example do not include all of specific tasks which an employee may be expected to perform.

1. Reception: Provides telephone walk-in and reception in the absence of front desk secretary.

2. Mail Processing: Opens, date stamps, routes incoming mail, prepares outgoing mail in the absence of front desk secretary.

3. Typing/Word Processing: Reports, narratives, statistics, memorandums, investigations and correspondence from dictation, draft or general instructions as per policy.

4. Fee Collection: Receives payment, issues receipts, prepares deposits of clients’ supervision fees - direct from the offender in the absences of front desk receptionist.

5. Inventory Control: Requisitions supplies, maintains required inventories, receives orders and distributes as necessary. Maintains property inventory, transfers property in and out, keeps inventory records and does periodic inventory as required.

6. Record Development/Maintenance: Maintains assignment logs, office manuals, directories, budget documents and statistics, appropriate filing, copying and distribution as required. Takes and transcribes meeting minutes and maintains file of minutes.

7. Personnel (for Management): Types, files, distributes confidential personnel-related documents, ie., grievances, investigations, etc. Occasionally acts as resource for staff in directing who to contact regarding payroll, attendance records, personnel, etc.

8. Coordinating Activities: Makes meetings arrangements. Ensures that office equipment is maintained.
9. **Maintenance of Offender Files:** Open, Closures & Transfers etc.: Receives and reviews legal documents such as court orders to process offender files, review for needed corrections and enter to AS400. Requires special knowledge and judgment in selecting appropriate codes, names, conditions, personal information, etc. Adds, deletes, or changes information on manual or computerized system to maintain accurate, complete and current information. Schedules for destruction as necessary.

10. **Other duties as required:** (It is noted that file maintenance and word processing represent a significant portion of the job duties).

**RECRUITING, REQUIREMENTS, KNOWLEDGE, SKILL, AND ABILITY:**
Thorough knowledge of business English and composition, spelling, punctuation and arithmetic; considerable knowledge of legal terms and phrases; general office practices; procedure and policies of Criminal Justice System; skills in typing from dictation, working knowledge of modern office equipment including operation of computer terminals, word processing; ability to make decisions independently in accordance with established policies and to use initiative and judgment in carrying out tasks and responsibilities with only general instructions and guidance, perform recurring duties without specific direction, complete new tasks with minimal supervision; ability to use tact and judgment in dealing with the public and to work harmoniously with other employees.

**EXPERIENCE AND TRAINING:**
Two years of experience in office and secretarial work, graduation from a high school/GED including or supplemented by secretarial training courses in shorthand and typing; or any satisfactory equivalent combination of experience or training.

**LOCATION AND PAY:**
Pay range is $1,741 to $2,211 per month. The position will work at the Coos County Community Corrections Department, which is currently located in Coquille, Oregon. This position is part of the bargaining unit “AFSME”.

CORRECTIONS SECRETARY II
DESCRIPTION OF POSITION

1. Classification Title: Secretary
2. Working Title: Corrections Secretary II
3. Department: Community Corrections
4. Position is: Full Time

5. What is the purpose of this position? To provide critical and/or clerical services in direct support of administrative, management, client and program services to support the Community Corrections Department. Also to provide front office reception.

6. Essential functions of position. Duties that must be performed to accomplish the purpose of the position:
   1. Type/word process reports, narratives and correspondence from machine dictation and draft.
   2. Maintenance of offender files. Opens, Closures & Transfers etc. receives and reviews legal documents such as court orders etc.
   3. Record development/maintenance of inventory, receives orders and distributes when necessary.
   4. Fee collection by receiving payment, issuing receipts and making deposits.
   5. Training as required.
   6. Process all documents for administrative hearings.
   7. Assist in providing information to the public and offenders.

7. List the minor duties assigned to this position:
   1. Distribute LEDS messages
   2. Maintain records of staff leave and absences.
   3. Record and maintain assignment logs, office manuals, training records, appropriate filing, copying, and distribution.
   4. Provide telephone and walk-in reception.
   5. Other duties as required.

8. Working conditions of position: Daily contact with convicted offenders who may pose verbal and physical threat. Exposed to hazards and risks which accompany exposure to offenders under supervision of Community Corrections and the Department of Corrections. Majority of time is spent in the office.

9. List required special skills, licenses, certificates: Ability to communicate effectively and interact well as team worker. Skills in dealing with correctional clients who may act abusively.

10. Is operation of motor vehicle require? Must be able to operate a motor vehicle or have available suitable transportation.

11. List equipment, tools, machines used in performance of duties: Computer, dictating machine, audio-visual equipment, copy machine.