

**KARNES/WILSON JUVENILE PROBATION DEPARTMENT
JOB DESCRIPTION**

ADMINISTRATIVE ASSISTANT

To service Karnes/Wilson Juvenile Probation Department in the capacity, role, and responsibility of the Administrative Assistant to the JJAEP to ensure that operations run efficiently and in accordance to the timelines and standards set by the Texas Juvenile Justice Department.

JOB FUNCTIONS:

- Ensure that all data is input correctly and timely in accordance to the Texas Juvenile Justice Department JJAEP standards.
- Ensure that all reports are submitted in a timely manner in accordance to standards set by the state.
- Knowledge of all Compliance issues.
- Ensure that all offender files are in order and up to date.
- Maintain all records for the JJAEP in accordance to state and federal regulations as well as completion of restricted access on offenders.
- Maintain tracking forms of offenders and ensure proper filing of forms.
- Conduct business in a professional manner, while maintaining a positive office morale with co-workers, school districts, Juvenile Probation Officers, and outside guests.
- Assist JJAEP Administrator with any necessary paperwork, statistics, surveys, and/or various reports.
- Uphold positive public relations.
- Practice positive office morale, communicate with co-workers, and assist co-workers as needed
- Participate and cooperate with in-house Department programs.
- Assume other duties and responsibilities designated by the Chief.

QUALIFICATIONS:

Minimum Education Requirement: High School Diploma. Prefer office management experience.

Position follows JJAEP calendar and requires an average of 16 hours per week after school term end. This is a salaried position.

Employee Signature / Date

Chief's Signature / Date