

**WICHITA COUNTY
COMMUNITY SUPERVISION & CORRECTIONS DEPARTMENT
JOB ANNOUNCEMENT
AP 163**

The Community Supervision and Corrections Department (Adult Probation) is posting for:

POSTING TITLE: Administrative Assistant

SALARY: \$32,950 to \$36,050 depending on experience.

QUALIFICATIONS AND RESPONSIBILITIES: Refer to the attached job information sheet and job description.

APPLICANTS FOR THIS POSITION MAY OBTAIN AN APPLICATION PACKET FROM THE WICHITA COUNTY COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT (Adult Probation) AT 600 SCOTT AVE, SUITE 101, WICHITA FALLS, TEXAS 76301 OR FROM THE CSCD WEB SITE AT www.wcprob.org.

Applicants interested in applying for this position must submit the following:

1. **Completed Wichita County CSCD Employment Application**
2. **Resume**
3. **High School Diploma or GED Certificate (see #1 on next page)**
4. **Cover letter stating qualifications**

Submit above documents to Kirk Wolfe, at the Wichita County Adult Probation Department (600 Scott Ave, Suite 101 Wichita Falls, TX 76301).

All positions in the Wichita County Adult Probation Department are partially funded through money allocated by the State Legislature. Should these funds be deleted or reduced for any reason, reductions in staff levels to accommodate available revenues may be required.

Kirk Wolfe, Director
Wichita County CSCD

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Wichita County Community Supervision and Corrections Department (Adult Probation) to recruit, hire, train, and promote persons in all job categories without regard to race, color, national origin, religion, sex, age, or handicap. It is the policy of the Wichita County Adult Probation Department to consider best-qualified individuals according to ADA standards. Requested reasonable accommodations will be considered and the Director will make final accommodation determinations after consultation. Contact Kirk Wolfe, designated ADA representative, for special needs at 940-766-8100.

**WICHITA COUNTY
COMMUNITY SUPERVISION & CORRECTIONS DEPARTMENT
JOB POSTING INFORMATION SHEET**

ANNOUNCEMENT AP 163

POSITION TITLE: Administrative Assistant

POSTING DATE: July 29, 2020

CLOSING DATE Until Filled

SCREENABLE JOB REQUIREMENTS

1. Applicant must submit with application, at a minimum, a high school diploma, a GED certificate, a college transcript or a diploma from an accredited business or vocational school.
2. Applicant must be 21 years of age or older at the time of employment.
3. Applicants must have:
 - a. 1 year full-time work experience in an administrative assistant type position;
 - b. Working knowledge of computer software and hardware.
4. Applicants cannot currently be on community supervision (probation) or parole or be serving a sentence for a criminal offense (See Job Description for more detailed information).
5. A criminal history (NCIC and TCIC) background check will be conducted on all applicants selected for interview. A criminal record check by fingerprint, a driving history and a pre-employment drug test will be conducted on the applicant selected for the position.

**JOB DESCRIPTION CSCD
ADULT PROBATION DEPARTMENT
ADMINISTRATIVE ASSISTANT**

General Description

Full-time administrative assistant position assigned to Adult Probation. This individual is directly responsible to the Office Manager. The position serves administrative supervisors and certified adult probation officers, and other support staff and is responsible for intra-departmental, inter-agency, and individual correspondence. The administrative assistant also types, files, enters data in computer, collects fees paid to the Adult Probation Department, and is responsible for a variety of work assignments. Coordinates various office procedures with probation officers and provides technical assistance to probation officers. Worker is expected to exercise vigilance in maintaining files of classified materials and in avoiding reference to confidential information, and tact in receiving visitors. Position requires tolerance to stress in moderate to considerable degrees.

Examples of Work Performed

- 1) Assists in answering phone, routing calls and messages to appropriate staff, and greeting public and clients;
- 2) Processes reports on a daily basis;
- 3) Assists in maintenance of records of individual case activity for probationers. Receives reports from other agencies;
- 4) Operates a computer and assists in the management of computer software and hardware;
- 5) Collects fees and maintains records of fees paid to the Adult Probation Department;
- 6) Assists entering data into CSS to compile statistics and run reports;
- 7) Notary Public for court papers and other related papers for the Adult Probation Department;
- 8) Takes monetary collections for probation and other fees;
- 9) Processes mail;
- 10) Prepares and/or processes billing for services;
- 11) Processes department time sheets and keeps accurate record of employee comp time, vacation, holidays, and sick time;
- 12) Performs other related duties as requested by properly constituted authority.

Minimum Qualifications

- 1) Graduation from an accredited high school or has a GED certificate, plus one year full-time experience in secretarial or administrative assistant type work or;
- 2) Graduation from an accredited vocational business school;
- 3) Must be at least 21 years of age

Skills and Abilities Required

- 1) Possesses and demonstrates knowledge of computer software and hardware usage, business English, spelling, punctuation, arithmetic, and office practices, procedures, and their application. The ability to speak and translate Spanish is desirable;
- 2) Possesses and demonstrates a working knowledge of departmental rules, regulations, procedures, and functions;
- 3) Possesses and demonstrates ability to type accurately from plain copy at a rate of 50 to 60 words per minute;
- 4) Possesses and demonstrates ability to coordinate all office procedures relating to preparation of records and reports;
- 5) Possesses and demonstrates ability to work independently on difficult or complex clerical tasks, to keep complex clerical records, and to prepare accurate reports from varied statistical or accounting information; and,
- 6) Possesses and demonstrates ability to deal with the public in a pleasant but effective manner, and to maintain effective working relationships with other employees.