

**ALLEGAN COUNTY
57th DISTRICT COURT**

JOB DESCRIPTION

JOB TITLE: Senior Probation Department Secretary

REPORTS TO: Chief Probation Officer

SUMMARY

Coordinates and is responsible for determining the appropriate processing of probation department case files from initiation to closure. Sets up and maintains case files and related records, prepares and processes orders and various legal documents, screens telephone calls and walk-ins, types various reports, and prepares statistical reports.

PRINCIPAL DUTIES AND RESPONSIBILITIES

*(An * denotes duties or responsibilities judged to be "essential job functions" in terms of the Americans With Disabilities Act or ADA)*

- Serves as a lead worker to assigned secretary staff. Assigns and monitors work, determines case processing priorities and assists staff as necessary.*
- Opens case files by preparing forms, obtaining police reports, driving records, LEIN and personal information and related case information. Enters case information into the computer, assigns cases to probation officers and schedules appointments as directed.*
- Ensures that case files are complete and ready for review by court staff and court proceedings.*
- Prepares and processes orders and other legal documents. Coordinates collection and disbursement of case related information with other agencies and individuals involved with cases.*
- Types pre-sentence reports, letters, bench warrants, notices, judgments, amended judgments and orders, mileage vouchers, discharges and related documents. Distributes and files documents.*
- Receives and screens telephone calls and walk-ins. Directs calls and walk-ins to the appropriate location, provides information about cases and court and department policies and procedures, and answers questions.*

- Maintains schedules of client interviews with probation officers. Coordinates the scheduling of appointments for probationers with various treatment agencies. Verifies probationers attendance at and completion of counseling and other treatment.*
- Schedules defendants to meet with agencies involved with the home detention Program. Monitors and maintains records of defendants assigned to the program.*
- Administers and scores the SALCE substance abuse life circumstance evaluation survey. Provides survey results to appropriate probation officer.*
- Prepares the transfer of cash bonds for payment of fines, costs and restitution in accordance with court orders.*
- Maintains case activity, statistical and other case related information, and prepares monthly and yearly reports.*
- Operates a computer terminal to enter, correct, change and access case information, and to produce various computer generated forms and documents.*
- Provides, obtains and discusses case information with state, treatment and law enforcement agencies.*
- Trains department staff in the use of computer terminals and software to produce reports, forms, spreadsheets and other documents.*
- Performs other clerical and secretarial tasks, such as opening and processing mail, filing reports and case files, tracking case files, ordering supplies, and obtaining case information from files and the computer.*
- Assists in other areas of the office and the court as required.*

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

Senior Probation Department Secretary (continued)

QUALIFICATIONS

Education: High School graduation or equivalent.

Experience: Two to three years of progressively more responsible or expansive clerical or secretarial experience, preferably in a district court or closely related setting.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.

CERTIFICATION OR LICENSURE

None.

Date Approved:

Revised: