

**COLUMBIA COUNTY**  
**Job Description**

**Job Title:** SECRETARY  
**Department:** ADULT PROBATION/PAROLE  
**Reports To:** Chief Probation Officer  
**FLSA Status:** Non-Exempt  
**Prepared Date:** April 2002

**SUMMARY :** Performs clerical support and reception duties in the Adult Probation office.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Answers telephone, greets visitors, responds to inquiries.
2. Receives all monies and payments for restitution or program fees, maintains records of payments, disburses to proper agencies, prepares deposits and reconciles accounts.
3. Maintains files and database of caseloads handled by department.
4. Assists in the preparation and completion of necessary CCAPD investigations and paperwork.

**EDUCATION and/or EXPERIENCE:**

High School diploma or G.E.D. and training or experience in computerized office practices and procedures.

**LANGUAGE SKILLS :**

Ability to read and comprehend simple instructions, short correspondence, and memos.  
Ability to write simple correspondence.  
Ability to effectively present information in one-on-one and small group situations to clients and other employees of the organization.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING SKILLS:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS:**

Work involves checking and processing paperwork and frequent utilization of a computer.

May interact periodically by telephone or in person with offenders who are undergoing personal, family or sobriety stresses due to criminal activity.

**WORK ENVIRONMENT:**

Work is performed in an office environment.

The County of Columbia is an equal opportunity employer. In accordance with the Americans with Disabilities Act, as amended, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages employees to discuss potential accommodations with the Employer.