

SECRETARY TO THE PROBATION DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the County Probation Department and involves responsibility primarily for the efficient performance of a wide variety of secretarial and clerical duties in order to relieve the Probation Director of time-consuming clerical work and minor administrative and business details. The work involves taking and transcribing dictation of legal documents and office correspondence, maintaining office files, and a calendar of court appearances and appointments for the Probation Director. The duties of the incumbent require familiarity with the special forms and procedures used by the Probation Department, including policies, rules and regulations relating to probation work, enabling the incumbent to perform all but the more difficult and unusual phases of the work without close supervision. The work is performed under the administrative supervision of the Probation Director. The incumbent may exercise occasional super-vision over Probation Department clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Takes and transcribes dictation of office correspondence and legal records, including summonses, notices of motion, order to show cause, appeal briefs, affidavits and petitions;

Composes and types routine correspondence, applying a knowledge of departmental operations and regulations;

Maintains records and files on clients' cases, legal proceedings and related office activities;

Answers and screens incoming phone calls to determine nature of call, caller and subject matter;

Maintains and schedules a calendar of court appearances and other appointments for the Probation Director;

Takes and transcribes minutes of meetings and proceedings of hearings and conferences;

Requisitions and checks the receipt of office supplies and equipment;

Gathers and disseminates information pertinent to pending or ongoing cases both personally in the office and by telephone conversation.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of secretarial practices and procedures; good knowledge of office terminology, practices and procedures; good knowledge of clerical record keeping and reporting practices; good knowledge of terminology and procedures as they relate to being dictated and transcribed in legal documents; ability to take and transcribe dictation at a satisfactory rate of speed; ability to understand and interpret written materials; ability to establish and maintain cooperative working relationships with office staff, with adult and minor aged clients, and with the general public; ability to follow oral and written directions; ability to write legibly; ability to plan and supervise the work of others; clerical aptitude.

MINIMUM QUALIFICATIONS: Appointed on the basis of secretarial experience, and other such qualifications, as the Probation Director may determine appropriate.