

**I. Job Duties:**

The Wells County Probation Department Secretary serves at the discretion of the chief probation officer and the judges of the Wells Superior and Wells Circuit Courts. Incumbent provides general reception and clerical assistance to the probation officers and performs other tasks for the courts as necessary.

**II. Essential Job Functions:**

1. Reception of visitors and telephone calls, directing inquiries to the appropriate staff member, or taking messages and setting appointments as necessary;
2. Preparing and maintaining logs, rosters, and reports on probation activities;
3. Creating and maintaining files (paper and electronic) on probationers as necessary;
4. Procurement of office supplies and services as necessary;
5. Typing pre-sentence investigation reports, pre-disposition investigation reports, letters, and correspondence for probation officers as directed;
6. Copying and filing of all correspondence and reports with the courts;
7. Accounting of department's operating budget and its financial assets relating to probation user's fees, and preparing regular reports and claims associated with county fiscal budgets;
8. Collect users fees from probationers, prepare regular receipt and deposit reports;
9. Perform related duties as required by supervisor.

**III. Knowledge, Skills, and Abilities:**

1. Possess at minimum a high school diploma or its equivalent.
2. Ability to communicate with coworkers, probationers, and the general public in a courteous and professional manner;
3. Ability to follow general procedures for creating and maintaining records relating to probation including filing;
4. Ability to take notes of conversations
5. Ability to type with reasonable speed and accuracy;
6. Skill in operating general office equipment such as computer, printers, copying machine, telephone, calculator, and postage meter;
7. Skill in using common computer software programs (e.g., Micro Soft Word, Excel, and Outlook; Intuit Quicken);
8. Ability to learn basic understanding of court procedures and terminology as they relate to probation office activities;
9. Ability to maintain confidentiality of probation department records;
10. Ability to perform within established and prescribed procedural guidelines for routine tasks;
11. Ability to pay close attention to detail, prioritize assigned tasks, and coordinate various activities simultaneously.
12. Ability to work with minimal supervision.

**Personal Work Relationships:**

Work involves contact with probation officers, judges, probationers, attorneys, other county offices, agency workers, and the public for the purpose of recording and exchanging information.

**Physical Effort and Work Environment:**

Secretary works in a general office environment involving sitting, standing, and bending. Some contact with probationers who may be verbally or physically hostile.