



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	JPO Support Specialist	<b>FLSA:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Juvenile Probation	<b>GRADE:</b>	A3
<b>REPORTS TO:</b>	Chief JPO	<b>DATE:</b>	10/06/2016

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### **SUMMARY OF JOB PURPOSE:**

Responsible for providing specialized administrative support to operations and staff of the Juvenile Probation Department.

### **ESSENTIAL FUNCTIONS:**

*This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Provides systems support for department specific software; modifies processes as appropriate within parameters of system; refers specialized issues and changes to system developers; creates and automates forms and documentation within the system; produces a variety of scheduled and ad hoc reports as required.
- Identifies, understands and plans database system development and ensures technical requirements are properly identified, developed and integrated with existing work-flows/processes.
- Develop and train staff on systems and processes; develops user documentation; maintains system requirements documentation.
- Assists in the research, composition and submittal of grants for department activities and operations; administers grant expenditures; compiles and submits required reports; tracks/obtains data necessary to comply with grant reporting and compliance standards.
- Researches and compiles a variety of statistical, informational and transactional reports; distributes reports as required; assists management with specialized or scheduled compliance reporting; summarizes such information as directed.
- Conducts administrative, operational, budgetary, accounting or other informational research; may prepare standard legal documents such as contracts.
- Oversees or participates in projects, programs and grants; provides data analysis, and keeps informed of project/grant activities and ensures compliance through reporting.
- Schedules and arranges for meetings and trainings; organizes own work, sets priorities and meets critical deadlines.
- Enters, maintains, validates and produces reports on records within various databases.
- Organizes and maintains various office files and databases in accordance with retention schedules.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



## JPO SUPPORT SPECIALIST

### ESSENTIAL FUNCTIONS: (continued)

#### QUALIFICATIONS:

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

#### Education and Experience:

High School diploma/GED; AND four (4) years of administrative support experience; OR an equivalent combination of education, training and experience.

#### Required Knowledge and Skills

Knowledge of:

- Policies and procedures related to the department.
- Office terminology, forms, documents and procedures.
- Use of specified computer applications involving the design and management of databases or spreadsheet files and the development of special report formats.
- Business arithmetic.
- Applicable regulations, policies and statutes; office administrative practices and procedures.
- Business letter writing and the standard format for typed materials.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with the public, in person and over the telephone.

Skill in:

- Performing technical, specialized, complex, or basic office support duties.
- Reading, understanding and processing documents and extracting relevant information.
- Understanding, applying and explaining department processes and procedures.
- Using applicable office terminology, forms, documents and procedures in the course of the work.
- Organizing, maintaining and researching office files.
- Composing correspondence independently or from brief instructions.
- Compiling and summarizing information and preparing periodic or special reports.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing own work, setting priorities and meeting critical deadlines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.



## JPO SERVICES ASSISTANT

### **REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:**

*Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Nevada Driver's License.
- May require Notary Public certification

### **PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to remain seated for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone.