

**ALLEGAN COUNTY
57TH DISTRICT COURT**

JOB DESCRIPTION

JOB TITLE: Probation Department Secretary

REPORTS TO: Chief Probation Officer

SUMMARY

Sets up and maintains probation case files and related records, prepares and processes 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)*

- 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.*
- Types pre-sentence reports, letters, bench warrants, notices, judgements, amended judgements and orders, mileage vouchers, discharges and related documents. Distributes and files documents.*
- Maintains schedules of client interviews with probation officers. Coordinates the scheduling of appointments for probationers with various treatment agencies *
- Operates a computer terminal to enter, correct, change and access case information, and to produce various computer generated forms and documents.*
- Prepares case activity and demographics related reports for submission to probation and other court staff*

Probation Department Secretary (continued)

Screens telephone calls and walk-ins. Directs calls and walk-ins to the appropriate location, provides basic information about cases and court and department policies and procedures, and answers routine questions.*

Verifies probationers attendance at and completion of counseling and other treatment.*

Provides, obtains and discusses case information with state, treatment and law enforcement agencies.*

Performs other clerical and secretarial tasks, such as opening and processing mail, filing reports and case files, tracking case files, and obtaining case information from files and the computer.*

Assists in other areas of 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.

QUALIFICATIONS

Education: High school graduation or equivalent.

Experience: Six months to one year of clerical 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: 5/5/00

Revised:

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