

JOB ANNOUNCEMENT

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| Job Title: Administrative Assistant/Monitoring Specialist | Hours of Availability: Monday-Friday 8AM-5:00PM |
| Closing Date: Until Filled | Position Announcement: ASB14-23-03 |
| Work Location: Lee County, AL | |
| Division/Department: Lee County Alternative Sentencing Board (ASB) | |
| Reports to: Alternative Sentencing Board Director | |
| <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time | Pay Range: Starting at \$38,000.00 |

JOB SUMMARY: This position provides administrative support to the programs associated with the Lee County Alternative Sentencing Board, to include Court Referral, Drug Court and Veterans Court.

ESSENTIAL JOB FUNCTIONS:

- Performs a variety of clerical duties; manages the operation and activities of the office; directs comments and complaints from the public concerning departmental operations; answers calls, receives visitors, and refers to appropriate personnel.
- Administers and observes drug tests as necessary.
- Schedules appointments for the Director, Court Referral Officers and other ASB personnel.
- Processes court-related documents in a timely manner.
- Assists in the monitoring of clients under the guidance of the Director and the Court Referral Officers.
- Receives money for designated fees, produces receipts, and maintains related records; reviews delinquent accounts and collects outstanding fees through verbal requests, show cause hearings, and warrants.
- Adheres to confidentiality requirements with tact and discretion.
- Gathers, assembles, updates, distributes, files and performs data entry for a variety of information, forms, records, and data.
- Opens, sorts, and distributes mail.
- Travels as needed for department business to outside agencies such as the bank, post office, addiction center, Lee County Courthouse, etc.
- Responds to citizens' questions and comments in a courteous and timely manner.
- Keeps Director and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Performs other related duties as assigned by the Director of the Alternative Sentencing Board.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED.
- Possession of a valid driver's license issued by the State of Alabama.
- Must be eligible to obtain and maintain certification as a Monitoring Specialist in accordance with the policies and procedures of the State of Alabama.
- Must have the ability to operate various computer equipment and job-related software programs.
- Must possess exceptional oral and written communication skills.
- Must have the desire and ability to work independently as well as in a collaborative team-based environment.
- Must have a demonstrated ability to work successfully with diverse clientele, possess superior interpersonal skills, display professionalism in all situations and be proficient in conflict resolution.
- Must have the ability to thrive in complex, dynamic, demanding environment, and to manage competing priorities.

DESIRED QUALIFICATIONS:

- Graduation from an accredited four-year college or university recognized by the U.S. Department of Education with major course work in counseling, public administration, social work, business administration, criminal justice, or a related field.
- Work experience in alcoholism, drug-abuse, law enforcement, counseling, or a related field.
- Bilingual preferred; at a minimum, the ability to understand and to make oneself understood to all Spanish speaking individuals.

Applicants should submit cover letters and resumes to Jessica Crutchfield, Alternative Sentencing Board Director, at the Lee County Justice Center (2311 Gateway Drive, Opelika, Alabama 36801) Monday through Friday, between the hours of 8:30 AM and 4:30 PM. An employee in this position is subject to random drug/alcohol testing. Interested applicants may also email cover letters and resumes to jcrutchfield@leeco.us. Previous applicants should reapply.

For more information visit: www.leeco.us.

Lee County is an Equal Opportunity Employer, we will recruit, hire, train, promote, discipline, and discharge in all eligible job groups without unlawful discrimination based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, marital status, political affiliation or genetic information or any other characteristics protected by law. To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described in accordance to Subtitle A of Title II of the Americans with Disabilities Act (42 U.S.C. 12131).