



**Date Revised:** November 2023

## **ADMINISTRATIVE ASSISTANT – DRUG COURT**

**Job Code:** Ungraded  
**Exempt:** No  
**Department:** Madison County Drug Court  
**Safety Classification:**  
**Reports To:** Circuit Judge Division 4 and Supervisor Community Corrections  
**Location:** Madison County Probation and Parole

### **SUMMARY:**

Works under the supervision of the Circuit Judge and Supervisor Community Corrections in Madison County, doing clerical work and office management for participants with opioid cases.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Takes phone calls and assists probation officers with participants who have used opiates.
- Providing requested information, directing participants to proper area, and routing phone calls to proper office.
- Doing intakes and assessments for new participants.
- Inputting drug test results and inputting documentation in Eomis.
- Perform any other related duties as required or assigned.
- Schedule and sign appropriate documentation needed by participants

### **QUALIFICATION REQUIREMENTS:**

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



**EDUCATION and/or EXPERIENCE:**

Mental alertness and adaptability to office and field area work routines. Equivalent to four years high school, with particular emphasis during high school in office skills, shop skills, or others, plus 12 to 18 months related experience and/or training. Or equivalent combination of education and experience. Must have knowledge of Excel and Microsoft Word.

**RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Maintains monetary transactions, balances cash drawer, and prepares nightly deposit records. Responsible for upkeep and maintenance of office equipment such as desk top computer, lap tops, copier and printer.

**ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

**SUPERVISORY RESPONSIBILITIES**

None

**COMMUNICATION SKILLS**

Ability to effectively communicate verbally and in writing information and respond to questions in person-to-person and small group situations customers, clients, volunteers, general public and other employees of the organization.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

**CRITICAL THINKING SKILLS**

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

**SUPERVISION RECEIVED**

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.



## **PLANNING**

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

## **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

## **MENTAL DEMAND**

Strong mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

## **ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

## **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of complex machines and equipment (desktop/laptop computer and software, office machines and equipment, etc.)

## **ACCURACY**

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

## **PUBLIC CONTACT**

Regular contacts with patrons, either within the office. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in limited problems for the organization.



## **EMPLOYEE CONTACT**

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

## **SOFTWARE SKILLS REQUIRED**

Intermediate: Contact Management, Spreadsheet, Word Processing/Typing

Basic: Accounting, Alphanumeric Data Entry

## **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is regularly required to sit, talk or hear; frequently required to use hands to finger, handle, or feel; and occasionally required to stand, walk, and reach with hands and arms. Specific vision abilities required by this job include close vision.

## **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate.

## **SIGNATURE SECTION:**

This job description has been approved by all levels of management:

HR Director: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_