

Job Description Mini Cassia Juvenile Probation

Job Title Clerical Specialist/Office manager

Duties Greet/direct public and answer phones in a professional and positive manner. Maintain and manage the office; maintain confidentiality in an office setting, deliver mail, pay bills in a timely manner, maintain monthly status report, compile data for monthly board meeting, order, purchase and stock office supplies, inventory new items (in excess of \$75.00), and make hotel/travel arrangements for staff when needed. Assist and work closely with the Chief Probation Officer with various duties as needed and other duties as assigned. This is not an all-encompassing job description. If bilingual, will also be an interpreter for Spanish speaking clients/families and interpret documents.

Computer skills necessary for job: Microsoft Office, Microsoft Word, Excel.

Education/Experience Must be over 21 years of age, have valid Idaho drivers license, Prior clerical experience necessary. Must have good communication skills. Must be able to complete a fingerprinting and criminal background check. Bilingual is preferred.

Salary: \$18.00 may increase with skill set and experience
Medical and dental insurance, PERSI

Hours per week: 37.5, Monday- Friday, 8:30am-5:15pm