

ADMINISTRATIVE ASSISTANT -
DEKALB COUNTY DUI COURT PROGRAM

Full-Time Position (25-40 hours per week)

The Administrative Assistant will work under the direct supervision of the DUI Court Program Director. The position is a full-time position with a schedule of 25-40 hours per week which includes evening and weekend hours. Schedules will be set according to staffing needs and operational demands.

The role of the Administrative Assistant is to manage the daily operations of the office while assisting other staff members. Being the first point of contact when individuals arrive at the Treatment Office, the Administrative Assistant will assist and direct the individual to the proper staff member and will answer questions regarding payments, program requirements, schedules, etc. Other responsibilities are to answer the phones, direct callers to the correct staff member, take messages when staff members are unavailable and confirm appointments.

The Responsibilities for Administrative Assistant are as follows (but not limited to only the items listed below) and should be performed in accordance with the Program's policies and procedures.

- Answer phones in a professional and courteous manner. Take messages when a staff member is unavailable. Screen calls and announce when individuals arrive to see staff members.
- Maintain copies of forms for participants and staff members (AA slips, Travel Request Forms, AA log, Monthly Participant Calendar, new participants binder, handbook, etc.)
- Confirm all appointments at least 1 day prior.
- Create binders for new participants.
- Copy and organize program forms.
- Explain the screening policy and procedure to new participants.
- Review and update financial information in the case management system.
- Accept and record payments.
- Adhere to Program policies and procedures.
- Assist in entering data and updating the data repository.
- Enter and update court notes in the case management system.
- Maintain a list of office supplies and curriculum. Submit to supervisor if an order needs to be processed.
- Maintain an uncluttered and organized area for supplies.
- Stock screening area with appropriate supplies and forms.

- Assist in shipping samples.
- Assist staff members with calendar updates, calling of participants, form distribution and copying, posting of messages, etc.
- Enter probation field visit notes in the case management system.
- Scan and file participant, program, and court documents.
- Shred old documents and files as directed.
- Supervise participants who are performing community service at the treatment office.
- Communicate with staff that appointments are confirmed, rescheduled, or cancelled.
- Check and distribute mail.
- Organize and maintain participant records.
- Report findings of participant non-compliance, violations and/or information to supervisor.
- Secure all files, supplies and equipment.
- Report all concerns regarding the program, participants and/or staff to the Program Director.
- Must remain aware and knowledgeable of the Program's Policies and Procedures as well as the Policies and Procedures for employees.
- Maintain system for the filing of documents for declined or terminated individuals.
- File, secure and maintain DDS certificates. Notify supervisor when more certificates are needed.
- Provide administrative assistance as needed.
- Observe specimen collections.
- Administer breath tests to participants and applicants as directed.
- Maintain chain of custody and print related forms.
- Monitor and enter data into the case management system.

It is prohibited for any staff member to fraternize with program participants. This includes being friends on social media, exchanging personal phone numbers, having any outside contact whatsoever, entering into any type of exchange of goods or services and/or giving or receiving special treatment to or from participants.

Administrative Assistance: Provide assistance to the Program Director, Case Manager and Treatment Director who are charged with orchestrating multi-faceted services required to ensure maximum efficiency of the operation of the Program.

Fiscal Administration: Screener has no fiscal responsibilities.

Knowledge, Skills, and Abilities: Demonstrates proficiency in oral and written

communications, including effective working relationships with other staff and DUI Court participants. Must always maintain common courtesy and professionalism towards staff and Program participants. Skill in operating a personal computer, various software applications, internet, and multimedia programs.

Physical Demands: Although the physical demands are not stringent, the individual must be capable of lifting boxes of supplies.

Work Environment: Work is primarily performed in an office setting.

Supervisory Responsibility: No direct supervisory duties are assigned currently.

Performance: This job description should be utilized as a tool to understand the minimum performance requirements for this position. The employee should always abide by the Program's policy and procedures.

Minimum Qualifications: Education requirements include graduation from high school, typing skills of a minimum of 40 wpm, proficient with Microsoft Word, Excel, Outlook, and PowerPoint.