



PARISH OF CADDO
 Department of Finance
 Human Resources Division
 505 Travis Street, Suite 840
 Shreveport, LA 71101
 (318) 226-6906
 (318) 429-7627 job line
www.caddo.org

Date Posted: 03/26/07
 Closing Date: 04/02/07
 Starting Rate: 11.19 hr.

Equal Opportunity Employer

PERSONNEL CLASS SPECIFICATION

EFFECTIVE: 10/13/06
REVISED: 11/28/06, 01/01/07

JOB TITLE: Administrative Specialist	DEPARTMENT: Juvenile Services	FLSA Status: Non-Exempt
HOURS: 8:00 a.m. – 5:00 p.m.	SALARY RANGE: \$11.19 - \$16.83 / hour	GRADE: 12

Provides highly responsible and detailed administrative support to the Manager of Juvenile Probation, requiring comprehensive knowledge of appropriate organizational processes, programs, procedures and policies.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Others duties may be included.)

- Responsible for the operational management of the office of the Manager of Juvenile Probation. Manages a wide variety of complex and confidential situations and resolves conflicts involving the clerical and administrative function of the office. Responsible for confidential and time sensitive material. Prepares routine and advanced correspondence including letters, memoranda, and reports.
- Creates, modifies and distributes documents, reports, and spreadsheets using various office equipment such as typewriter, personal computer and peripherals (i.e., printer, scanner), copier, fax, document shredder, and labeling system.
- Professionally manage multiple incoming telephone lines; expertly deals with citizens and employees.

QUALIFICATIONS

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

- High School Diploma or GED equivalent is required. An Associate Degree or two (2) years of applicable experience is preferred.
- Ability to function at an intermediate level of computer proficiency (email, internet, word processing, spreadsheet, presentation and database applications.) Microsoft Office test will be administered.
- Ability to interpret policies and procedures, plan and organize work, and to establish and maintain effective work relationships with co-workers, judges, attorneys, and general public.
- Interpersonal skills.

PHYSICAL DEMANDS

The physical demands 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. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment