



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Office Manager	Job Code: 0501205
Reports to: Chief Probation Officer	FLSA Status: Exempt
Department: Probation	

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Position Overview:

The purpose of this classification is to ensure that all administrative functions of the Probation Office are completed by staff according to standard operating procedures and to assist the department head in daily activities, providing both clerical and financial support, to ensure smooth and efficient departmental/office operations.

Principal Duties and Responsibilities (Essential Functions):**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Provide Executive Assistance to the Chief Probation Officer in confidential administrative and personnel matters.

Supervises Probation Officers when Chief Probation Officer is out; Ensures work quality of subordinates.

Prepares correspondence; answers mail; prepares memos and reports on matters concerning the department.

Posts payments to Jagware and emails probation officers to let them know of payments that are made

Maintains a daily log of all visitors to the Probation Office.

Monitors Effingham, Chatham, Bryan, Bulloch and Liberty County Bookings for New Arrests and logs in arrests into Jagware.

Assists Probation Officers in requesting incident reports from arresting agency, help prepare warrants, orders and petitions

Enters new cases into Jagware and prepares the case file.



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Principal Duties and Responsibilities CONTINUED (Essential Functions):**

Closes out cases in Jagware, prepares the file with purging information and files in closed out cabinet.

Post payments from Point n Pay, and balances daily, and monthly reports from jag with Point N Pay.

Prepares financial reports for State, Superior, Springfield and Guyton Courts.

Receives invoices via email and processes them for payment through ADG

Balance and reconciles bank statements by preparing monthly spreadsheets; scanning receipts and statements for submission to Accounts Payable; provide hard copies; maintains records.

Maintains financial information in a confidential manner; prepares and maintains complex financial files.

Prepares requisitions for payment of invoices; keeps copies of purchase orders and invoices for office file; batches and turns requisitions into Purchasing Department; monitors the budget by storing information on payment of invoices in the computer.

Checks and reviews a variety of data for accuracy, completeness, and conformance to established standards.

Maintains inventory of supplies; orders or requisitions supplies as needed.

Assists in processing incoming and outgoing mail.

Compiles tables and summaries for statistical reports and budgets; generates and prints related reports.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes spreadsheets or other software programs.

Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Assists Chief Probation officer with budget preparation.



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Principal Duties and Responsibilities CONTINUED (Essential Functions):**

Assists in answering incoming calls; takes messages or routes calls to appropriate party
Maintains copiers and office equipment.

Collects Data for DCS/MPOU Quarterly Reports and prepares quarterly report for submission

Receives validations from the Effingham County Warrants Division/Effingham 911 Center and processes and returns in a timely manner

Be available to Finance if something should arise and they need immediate assistance

Be available to State/Superior/Springfield/Guyton Clerks and Solicitors Office if they have questions about a case.

Attends safety meetings as directed, prepares and submits office safety inspections forms to the Risk Officer, as well as prepares monthly safety education for Probation staff to review.

ADDITIONAL FUNCTIONS

Answers the telephone; makes copies; runs errands.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by three (3) years previous experience and/or training that includes administration, office procedures, and dealing with the public; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.



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PERFORMANCE APTITUDES

Data Utilization:

Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction:

Requires the capacity to act as a first line supervisor, including overseeing work, acting on employee problems, and assigning the work of others.

Equipment, Machinery, Tools, and Materials Utilization:

Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning:

Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning:

Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.



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ADA COMPLIANCE

Physical Ability:

Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements:

Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors:

Essential functions are regularly performed without exposure to adverse environmental conditions.

** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.