

Staff Report

Subject: Addition of Position- Administrative Assistant, Probation

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Department: Human Resources and Risk Management

Meeting Date: April 4, 2023

Item Description: Approval of Addition of Position – Administrative Assistant, Probation

Summary Recommendation

The following change is being requested after recent changes in the State Court process. Probation cases have doubled. Staff is in court four to five days a week now. The Chief Probation Officer will be going out on Maternity Leave in a few months. Probation would like to hire and train an Administrative Assistant before that time period.

Executive Summary

Administrative Assistant - The primary responsibility is to perform a variety of office support and clerical duties and activities of a general and specialized nature for an assigned office, relieves department staff of routine administrative detail; receives and directs telephone calls and visitors; provides a variety of information to other agencies; Board, Staff, and the general public; receives, routes, and distributes incoming and outgoing mail; and maintains a variety of files and records.

Background

Staff is requesting the addition of an Administrative Assistant for the Probation Department.

ALTERNATIVES:

1. Authorize the addition of the position to the 2022/2023 Budget.
2. Do not authorize the positions and advise staff how they want to proceed.

Other Alternatives

None

Department Review: County Manager, Probation, Finance, HR

FUNDING: Approval of this position will require a Budget Amendment. The Director of Finance will present the Budget Amendment at a later date if the position is authorized and approved.

RECOMMENDATION: Alternative #1

DOCUMENTS ATTACHED: Administrative Assistant Job Description