

Job Title: Assistant Director Personnel

Department: Juvenile Probation
Immediate Supervisor: Director Juvenile Probation

BRIEF DESCRIPTION OF THE JOB: Processes open job positions, performs administrative duties, and processes payroll. Proposes new policies and procedures, assists with the budget and assists personnel with problems and questions.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percentage
of Time Physical
Strength
Code

1) Processes open job positions by ensuring job positions are posted, conducting background checks and verifying applicants have met basic qualifications for employment.	30%	S
2) Performs administrative duties by maintaining personnel files, verifying mileage, lodging and registration for conferences, submitting membership fees, monitoring placement monies, auditing 10-E files and performing other clerical duties.	30%	S
3) Manages personnel by preparing payroll and time cards, serving as a contact for personnel questions and grievances, monitoring the staff and units to ensure compliance with laws, standards and policies and assisting with personnel issues.	25%	S
4) Performs other duties by assisting with budget preparation and performing special projects as assigned.	15%	S
<u>Physical Strength Column:</u> S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy		

PHYSICAL DEMANDS

Overall Physical Strength Demands:

Sedentary Light Medium Heavy Very Heavy

Codes: for each physical demand code listed:

C = Continuously F = Frequently O = Occasionally R = Rarely N= Never

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

Physical Demands	Frequency Code	Description
Standing	F	Copying, filing
Sitting	F	Desk work, during interviews
Walking	F	To other offices
Lifting	R	Files
Carrying	R	Files
Pulling	N	
Pushing	N	
Using Fine Dexterity	F	Computer keyboard
Reaching	O	For files
Kneeling	R	Filing in lower shelves
Crawling	N	
Twisting	R	Retraining juveniles
Climbing	N	
Balancing	N	
Seeing	C	Reading, computer screen, driving
Hearing	C	Communicating with personnel
Talking	C	Communicating with personnel
Using Foot Controls	R	Driving

Machines, Tools, Equipment and Work Aids:

Computer and related software, copier, fax machine, shredder, telephone, handcuffs

Environmental Factors:

Exposure to and frequency:

D = Daily S = Seasonal W=Several Times Per Week M=Several Times Per Month

ENVIRONMENTAL FACTORS					
Dirt and Dust	N	Extreme Temperatures	N	Noise and Vibration	N
Fumes and Odors	N	Wetness/Humidity	N	Darkness or Poor Lighting	N

HEALTH AND SAFETY					
Mechanical Hazards	N	Chemical Hazards	N	Electrical Hazards	N
Fire Hazards	N	Explosives	N	Communicable Diseases	D
Physical Danger or Abuse	D	Other (specify)			

PRIMARY WORK LOCATION					
Office Environment	X	Warehouse		Shop	
Vehicle	X	Outdoors		Other:	

Protective Equipment Required:

N/A

Non-physical Demands:

Frequency Codes: F = Frequently O = Occasionally R = Rarely

Time Pressures	F	Emergency Situations	O
Frequent Change of Tasks	R	Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	C	Working Closely with Others As Part of a Team	C
Tedious or Exacting Work	F	Noisy/Distracting Environment	R

JOB REQUIREMENTS

Formal Education:

Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.

Experience:

Over seven years up to and including eight years experience is required.

Certifications and Other Requirements:

Juvenile Probation Officer Certification

Valid Texas Class C Driver's License

Supervisory:

Work requires supervising and monitoring work performance through the assistance of other supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.

Contacts:

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the County who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee.

Signatures - Review and Comment

I have reviewed this job description and find it to be an accurate description of this job.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County Government as the needs and requirements of the job change.