

Champaign County Job Description

Job Title: Supervisor of Administrative Services

Department: Probation and Court Services

Reports to: Director of Probation and Court Services

FLSA Status: Exempt

Grade Range: K

Prepared Date: August, 2009

SUMMARY Provides administrative and support services to the Probation and Court Services Department to ensure accountability to the Court System, County Board and the Administrative Office of the Illinois Courts.

PRIMARY DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Co-ordinates activities for operational and administrative responsibilities of the Court System, administrative functions for the County Board and administrative, operational and statutory requirements for the Administrative Office of the Illinois Courts (AOIC).

Responsible for planning, implementing and developing departmental administration policies and procedures to ensure statutory compliance. Analyzes and evaluates complex Ordinances, State Statutes and AOIC directives which impact the department operations and County Board accountabilities.

Evaluates and co-ordinates microfilming of case files ensuring compliance with appropriate recordkeeping and retention policies.

Serves as Human Resources Officer and monitors departmental compliance with EEO/AA guidelines.

Participates in budget preparation, acts as department budget advisor, maintains financial records and prepares payroll for Court Services.

Computes and prepares monthly AOIC vouchers which facilitates subsidy reimbursements from the State. Prepares documents and forms for acceptance and expenditure of grant monies including completion of budgets and grant reports.

Serves as liaison to Court System employees, the County Board, AOIC personnel and other County departments.

Assists the Director in conducting adoption and custody investigations. Has authority to sign documents in the Director's absence.

Administers pre-employment test for applicants periodically, maintains an employment pool file.

SUPERVISORY RESPONSIBILITIES Directly supervises 3 to 8 clerical and support staff in Court Services. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include interviewing, testing, and training employees; recommending employees for hire; maintaining personnel files; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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

EDUCATION and/or EXPERIENCE Bachelor's Degree from a four-year college or university with a major in Business Administration or related field and 5-7 years' administrative experience, including one year in a supervisory role; or equivalent combination of education and experience. Experience as a Probation Officer is extremely helpful.

LANGUAGE SKILLS Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from managers, clients, employees and the general public.

MATHEMATICAL SKILLS Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS as required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk; or hear. The employee is occasionally required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions. The noise level in the work environment is usually moderate.