

POSITION OPENING

DEPARTMENT: Stephenson County

POSITION: Support Staff/Receptionist – Part Time

RESPONSIBLE TO: Office Manager

QUALIFICATIONS: Basic Computer skills utilizing Microsoft Word, Excel and Photo software. Ability to greet the public, multi task and follow established policy and procedures. High school education or equivalent. Bi lingual preferred but not necessary.

RESPONSIBLE FOR: Reception; typing, which includes general and court correspondence, case notes, and reports; file set-up; taking client photos and other general office duties.

**GENERAL EMPLOYMENT
QUALIFICATIONS:**

In addition to the minimum education requirements, the successful applicant will have demonstrated ability in the following:

- * Oral/Written Communication Skills
- * Interpersonal Sensitivity
- * Planning/Organizing
- * Problem Analysis
- * Judgment
- * Ability to be flexible

WORKING HOURS: 35 hours every two weeks with work week to fluctuate

STARTING DATE: 04-16-18 or after

SALARY RANGE: \$12.00 per hour

APPLICATION DEADLINE: April 10, 2018 at 4:30pm

APPLICATION PROCESS: Letters of application and resumes accepted by:

Nancy Carey
15 N. Galena Ave, courthouse
Freeport, IL 61032

Bi-Lingual Preferred (Spanish/English)

“EEO Employer / Program. Auxiliary aids are available to individuals with disabilities upon request”

STEPHENSON COUNTY - JOB DESCRIPTION

JOB TITLE: Support Staff / Receptionist (Part Time) **Non-Exempt** (Non union)

DEPARTMENT: Probation

GENERAL SUMMARY

Under the direction of the Office Manager of Probation, the Receptionist/Support Staff will be responsible for the answering of all incoming phone calls, routing them to the appropriate personnel, and/or taking the appropriate messages. The Receptionist/Support Staff will also be responsible for setting up case files and routing mail to its appropriate place. The Receptionist/Support Staff will greet people and notify staff their appointments are waiting for them. The Receptionist/Support Staff will greet all individuals from court and provide them with the appropriate information. The Receptionist/Support Staff is responsible for the achievement of departmental objectives, as well as ensuring a high quality and cost effective service delivery. The Receptionist/Support Staff performs special projects and/or duties as directed by the Office Manager, Adult Supervisor or Director.

PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Greets the public, verifies contact information and notifies staff of an appointment waiting for them.
2. Greets individuals from court and provides them with the appropriate forms.
3. Makes copies of information and notifies appropriate person of intake.
4. Takes Photos of new clients for casefiles and down loads to the system.
5. Receives phone calls, takes messages, logs /assigns cases for the appropriate officer.
6. Opens, date stamps, and distribute mail to the appropriate person and delivers outgoing mail daily.
7. Maintains front desk supplies including keeping faxes and copiers supplied with paper.
8. Keeps a watchful eye on waiting room to ensure client forms and pamphlets are stocked.
9. Prepares daily drug test sheets with color of day and records color on established voice mail.
10. Enters all results of drug tests and appropriate fees to charge in the system.
11. Adheres to all Probation policies and procedures.
12. Maintains positive working relationships with persons, agencies, and other units of the criminal justice system who come into contact with the Probation.
13. Complies with all applicable statutes and Code of Conduct.
14. Assesses on a continuous basis methods to improve service delivery.
15. Performs special projects and/or duties and responsible for the successful completion of directives as specified
16. Attends and participates in regularly scheduled staff meetings as requested.
17. Submits accurately documented weekly time sheets to the Office Manager on a timely basis.
18. Coordinates part time schedule with other part time receptionist to ensure office coverage.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

1. Knowledge skills and abilities acquired through the completion of a high school degree.
2. Requires typing skills of 50 wpm as normally required through the completion of typing classes.
3. Requires ability to utilize a personal computer with Word/Excel and/or other programs, and phone.
4. Requires extensive receptionist abilities.
5. Requires ability to interact with a diverse group of individuals coming into contact with the Court Services organization.
6. Requires organizational skills necessary to prioritize a varied workload.
7. Requires organizational ability to assign tasks and process, date stamp mail to the appropriate staff persons/unit.
8. Requires oral communication skills necessary to disseminate accurate information to staff and the public.
9. Ability to transport oneself in order to accomplish job performance requirements as dictated by Probation Policy and Procedures.

PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS

75% or more of the work time is spent sitting, talking, hearing (perceive sounds including spoken words), the ability to distinguish objects clearly at 20' or further with glasses if needed and the ability to distinguish objects clearly at 20" or less with glasses if needed, fingering including typing and writing. About 25% of the work shift is spent

standing or walking. Handling or manipulating objects with the hand is spent about 75% of the time, or typing using the fingers. Reaching, lifting an object 10 pounds or less is required in unusual or non-routine situations. Stooping, kneeling, crouching, crawling, running, swimming, grappling with the defendant, climbing, balancing, bending, twisting, feeling (using the sense of touch in fingers), lifting objects 20 pounds or more, carrying objects weighing 10 pounds to 100 pounds, pushing or pulling (from 10 pounds to 100 pounds) is not required. Handling objects (manipulating objects with the hands, such as controlling a front end loader, performing surgery, or soldering small components together) is not required.

WORKING ENVIRONMENT WHILE PERFORMING ESSENTIAL FUNCTIONS

75% or greater of the work time is spent inside protected from weather conditions, exposure to radiant/radiation hazards. Noise in excess of 90 decibels, electrical hazard, physical attack or injury from a defendant, exposure to atmospheric conditions such as fumes, odors, poor ventilation, are present only in unusual situations. Outside exposure to extreme heat or cold, wet or humid, vibrations, mechanical hazards, chemicals, burns, explosives, heights above 12', hazards from fast moving vehicles, atmospheric conditions of dust, or physically confined worksite are not present.

EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS

Copy machine, computer terminal, camera monitor, phone system (voice mail). Transportation sufficient to accomplish job objectives will be needed.

REPORTING RELATIONSHIPS

Reports To: Office Manager

Directs Work Of: None

HIRING CONTINGENCY

After an offer of employment is extended to a specific candidate, said candidate's hiring is contingent upon the candidate passing a Criminal History Review.

RECEIPT AND APPROVAL

Employee Name (Print)

Employee Signature

Date

Name (Dept. Hd/Elected)

Title

Date



Stephenson County, Illinois
Probation Department

Application for Employment

TO APPLICANT: We deeply appreciate your interest in our organization. Thank you for taking the time to complete this application.

The Civil Rights Act of 1965 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age, citizenship, disability, veteran status, attainment of benefits, and participation in union activities. The laws of most states and many localities also prohibit some or all of the above types of discrimination as well as some additional types including, but not limited to, discrimination based upon ancestry, marital status, parental status, sexual orientation, or source of income. The Fair Credit Reporting Act imposes restrictions with respect to information obtained from a consumer reporting agency, including but not limited to information regarding credit data, personal character, general reputation and mode of living. **This list, however, is not exhaustive of the grounds on which discrimination is prohibited.**

PERSONAL

Date _____ Position(s) applied for _____

Name _____
Last First Middle

Address _____
No. Street City State Zip

Driver's License No. _____ Telephone No. _____

Are you legally eligible for employment in the U.S.A.? Yes No. If hired, you are required to submit proof of your eligibility to work in the U.S.A.

Are you over the age of eighteen? Yes No. If no, hire is subject to verification that you are of minimum legal age.

In case of emergency, please contact:

Name _____ Relationship _____ Phone _____

Have you ever been employed by Stephenson County? Yes No. If yes, when? _____

Relatives employed by Stephenson County _____

Have you ever served in the Armed Forces? Yes No. If yes, which branch? _____

What date are you available to begin work? _____

EMPLOYMENT HISTORY

List below present and past employment, beginning with your most recent

Name & Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
	Describe the work you did:							
	Describe the work you did:							
	Describe the work you did:							
	Describe the work you did:							

PERSONAL REFERENCES (Not Former Employers or Relatives)

Name and Occupation	Address	Phone number

RECORD OF EDUCATION

School	Name and Address of School	Course of Study	Circle Last Year Completed				Did You Graduate?	List Diploma or Degree
			5	6	7	8		
Elementary		X					<input type="checkbox"/> Yes	X
						<input type="checkbox"/> No		
High							<input type="checkbox"/> Yes	
						<input type="checkbox"/> No		
College							<input type="checkbox"/> Yes	
						<input type="checkbox"/> No		
Other (Specify)							<input type="checkbox"/> Yes	
						<input type="checkbox"/> No		

May we telephone you to follow up on this application at work? Yes No

If yes, what is the best time to call? _____

What is your business telephone number? _____

PLEASE READ AND SIGN BELOW

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason.

Signature of Applicant

AUTHORIZATION FOR BACKGROUND AND REFERENCE CHECK

I authorize the County to thoroughly investigate my references, work record, education, criminal conviction record and any other matters relevant to my suitability for employment. I also authorize my former employers to disclose to the County, or to anyone acting on behalf of the County, any and all of my employment records, including my disciplinary reports and letters of reprimand, without giving me notice of such disclosure. I hereby fully release and discharge the County, my former employers, their respective officers, employees and agents, and all other persons and entities from any and all claims, demands, and liabilities arising out of or in any way relating to such investigation or disclosure.

Applicant's Signature

Date