

## **POSITION DESCRIPTION**

**Position Title: Part-Time Probation Clerk**  
**Department: City Manager**  
**Division: Probation Services**  
**Retirement: KPERS**  
**FLSA: Non-Exempt**  
**Effective Date: March 1, 2025**

### **GENERAL PURPOSE**

To provide clerical support for the Probation Services Division and, when necessary, for the Municipal Court.

### **SUPERVISION RECEIVED**

Works under the direct supervision of the Probation Services Manager with broad oversight from the Assistant City Manager.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

(Note: Important duties and responsibilities may include, but are not limited to, the following)

- Performs extensive typing/word processing with specific and detailed instructions given when new assignments are made.
- Performs clerical work requiring a high level of attention to detail to include, but not limited to, the use of FullCourt software, filing, e-filing, completion of form letters and verifying accuracy of legal documents in accordance with established procedures.
- Responsible for extensive contact with clients, Department personnel, other City personnel, Federal, State and local law enforcement authorities and agencies, and the general public. Requires the ability to deal tactfully, courteously and effectively with clients, public agencies, other employees and the general public.
- Schedules various appointments, to include UA testing, ADSAPs, PSIs, diversion screenings and follow ups, for clients using Outlook calendar and other systems.
- Tracks probation clients on check-in status for completion of requirements and successful completion.
- Tracks client completion of auxiliary programs and manages scheduling of the same.
- Provides word processing and typing support for department: letters, memorandums, forms, mailing lists, weekly reports, purchase orders, and other materials from rough draft or detailed instructions.
- Covers the office during lunch hour or other absences.
- Answers telephone, provides probation specific information, takes messages and routes calls as necessary.
- Retrieves, maintains and updates paper and electronic files for probation officers.
- Sorts incoming mail and prepares material for mailing.
- Sorts and files correspondence and other material, numerically, alphabetically, or by some other predetermined classification.

- Creates suspense file system to alert staff for interviews, court appearances and scheduled appointments.
- Learns the general role of the Probation Services Department in order to respond to requests.
- Receives and tracks all fees; manages collection of client balances in accordance with City financial policies and procedures.
- Performs daily, weekly and monthly accounting, deposits and reports for submission to the Finance Department.
- Maintains the confidentiality of all client information.
- May perform other duties as assigned.

### **PERIPHERAL DUTIES**

- May perform limited travel to the bank, post office, retail office supply stores, vendors and other City offices as needed.
- May provide back-up support to Municipal Court as needed.

### **MINIMUM QUALIFICATIONS**

- (A) Must have a high school diploma or equivalent.
- (B) Must be able to type **35 wpm**.
- (C) Must possess a valid driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.
- (D) Must have six months of previous experience in a law enforcement, corrections, legal or government office; or one year of experience in an office requiring constant public contact.
- (E) At least one year experience with computers and software applications, to include Microsoft Office programs such as Word, Excel, Access and Outlook;
- (F) Ability to deal effectively with public complaints that may be confrontational.
- (G) Ability to handle stressful situations and constant interruptions.
- (H) Ability to meet attendance requirements of the position, which may require a regular work schedule beginning at 7:00am.

### **Necessary Knowledge, Skills, and Abilities:**

#### **Knowledge of:**

- Business English, spelling and business math.
- Personal computers and associated word processing, spreadsheets and database software applications.
- Office practices and procedures.
- The principles and practices of probation services and department policies and procedures, or ability to learn and recognize terms within a few weeks.

#### **Ability to:**

- Maintain confidentiality
- Operate basic office equipment.
- Understand and follow prescribed operating procedures.
- Establish and maintain effective working relationships with Department personnel, Court personnel, City personnel, Federal, State and local law enforcement authorities and agencies, and the general public.
- Use all office equipment as well as current word processing and data processing programs.
- Work independently and multitask.

