



**DEPARTMENT:** Community Services/Colonial Community Corrections

**NATURE OF WORK:**

Performs responsible administrative support duties for Colonial Community Corrections involving the exercise of initiative, sound judgment, and discretion in the performance of duties. Assignments are in the form of general outline or desired results, with methods and routines expected to be developed and implemented as appropriate.

**ESSENTIAL FUNCTIONS OF THE JOB:**

Projects professional image through communication by telephone or in person; diplomatically greets visitors; answers a wide variety of questions from staff and clients; ascertains nature of inquiry and provides information on policies and procedures, programs or services provided; refers more difficult inquiries to appropriate person(s).

Operates standard office equipment, including computers and software to produce memoranda, reports, forms, etc; working from rough drafts, hand written notes, oral instructions or established procedures.

Collects, reviews, and submits all leave records.

Extracts criminal history information from the Virginia Crime Information Network.

Bundles mail as necessary, and carries to mailbox; sorts and distributes incoming mail; and fax transmittals.

Prepares new client case files; organizes legal and other documents; prepares labels.

Serves as recorder at staff meetings; takes minutes of meetings including attendance.

Serves as Information Systems Technician by troubleshooting computers; installing software; setting-up computers, printers, and other hardware and resetting passwords.

Maintains moderately complex chronological and alphabetized filing systems.

Responsible for control, storage, and purging of documents in accordance with applicable laws and regulations as established by Records Management and The Library of Virginia.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program.

Operates equipment safely and reports any unsafe work condition or practice to Supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

**ADDITIONAL EXAMPLES OF WORK PERFORMED:**

May drive County vehicle to other County facilities to deliver or pick up information.

**JOB LOCATION AND EQUIPMENT OPERATED:**

Duties are performed primarily in an office setting. Operates calculator, copier, computer keyboard and mouse, scanner, typewriter, fax machine, digital camera, and VCR & DVD telecommunications equipment.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Considerable knowledge of Microsoft Office computer software (Word, Excel, and Access).

Considerable knowledge of data entry, computer operations, and automated recordkeeping.

Considerable knowledge of correct business English, spelling, and punctuation.

Through knowledge of standard office practices and procedures, equipment, and their application to the area of assignment.

Through knowledge of Colonial Community Correction's operations and organization.

Skill in making accurate mathematical computations.

Skill in logically organizing information.

Ability to follow verbal and written instructions.

Ability to communicate effectively, both orally and in writing.

Ability to maintain moderately complex records and ensure their confidentiality.

Ability to learn the policies, procedures, and services of the department to which assigned.

Ability to deal with other employees and the general public in an effective and courteous manner.

Ability to type accurately and rapidly and to compose effective and accurate correspondence.

Ability to take and transcribe minutes of meetings.

**MINIMUM QUALIFICATIONS:**

High school diploma or equivalent, including or supplemented by course work in secretarial science and considerable experience in responsible secretarial work; experience with computer hardware and software desirable; or any equivalent combination of accepted education and experience providing the knowledge, abilities, and skills cited above.

**NECESSARY SPECIAL QUALIFICATIONS:**

Must possess or be able to obtain within six (6) months of employment Virginia Criminal Information Network certification (VCIN).

Requires a post-offer driving record check.

Requires a post-offer criminal history and sex offender record check.

Must possess a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.

Requires the ability to travel among various work sites.

Date: November 1, 2007

Secretary604\_092\_05

# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Secretary Position Number: 604-5  
Department: CCC Division: 092

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

**I. Mental Abilities:** General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to reason and make judgments
- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

**II. Verbal Abilities:** Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

## 1. Speaking/Talking:

- Answer telephone, radio or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with other Clients
- Not essential to job functions

## 2. Hearing/Listening:

- Ability to distinguish between different tones
- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function.

## 3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

**III. Numerical:** Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device
- Not essential to job function

**IV. Spatial Abilities:** Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

**V. Motor Coordination:** Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

**1. Manual Dexterity:** Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- |                                                        |                                                                            |
|--------------------------------------------------------|----------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Use telephone      | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard               | <input type="checkbox"/> Use postage machine                               |
| <input type="checkbox"/> Use radio/console             | <input type="checkbox"/> Use hand tools                                    |
| <input checked="" type="checkbox"/> Use a calculator   | <input type="checkbox"/> Use power tools                                   |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____                                      |
| <input checked="" type="checkbox"/> Use a fax machine  | <input type="checkbox"/> Not essential to job function                     |

**2. Finger Dexterity:** Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VI. Physical Demands:**

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force, or stress.

Please check (✓) in appropriate boxes below.

	Ability to manipulate materials and/or equipment (lbs)						Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
<b>Lift</b>	✓								
<b>Push/Pull</b>									
<b>Hold/Carry</b>	✓								

Manipulation done from:  ground to waist  waist level  waist to shoulder  above shoulder  
(Check all that apply)

Not essential to job function:  Lift  Push/Pull  Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

- | <u>Ladders</u>                                                    | <u>Stairways</u>                                                  | <u>Steps</u>                                                      |
|-------------------------------------------------------------------|-------------------------------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> Step stool                               | <input type="checkbox"/> 1 flight                                 | <input type="checkbox"/> 1-2                                      |
| <input type="checkbox"/> 8' to 10' step ladder                    | <input type="checkbox"/> 2 flights                                | <input type="checkbox"/> 2-3                                      |
| <input type="checkbox"/> Extension ladder                         | <input type="checkbox"/> 3 or more flights                        | <input type="checkbox"/> 3-4                                      |
| <input type="checkbox"/> Other _____                              | <input type="checkbox"/> Other _____                              | <input type="checkbox"/> Other _____                              |
| <input checked="" type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function |

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
<b>Stand</b>		✓					✓		
<b>Sit</b>				✓				✓	
<b>Walk</b>	✓						✓		
<b>Run</b>									

If walking or running, over what type of terrain?  flat  rough  both

Not essential to job function:  Stand  Sit  Walk  Run (Check all that apply)

**4. Stooping, Kneeling, Crouching, and /or Crawling:**

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

**Daily Amounts**

- 0-5x     
  5-20x     
  20-50x     
  50+x  
 Other \_\_\_\_\_     
  Not essential to job function

**5. Reaching, Handling, Fingering, and/or Feeling:**

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

**Daily Amounts**

- 0-5x     
  5-20x     
  20-50x     
  50+x  
 Other \_\_\_\_\_     
  Not essential to job function

**6. Seeing: To perceive or comprehend by the sense of sight.**

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

**VII. Driving: The ability to transfer or convey in a vehicle.**

<b>Transmission</b>	<b>Standard</b>	<b>Automatic</b>	<b>Multi-Gears</b>
Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			

Date: November 2007  
 Secretary604\_092\_05