



VACANCY

OFFICE SERVICES ASSISTANT II

The Office Services Assistant II provides administrative support to Blue Ridge Juvenile Detention and Blue Ridge Juvenile Detention Academic Program. Candidate must be able to successfully manage multiple responsibilities with the flexibility to adjust priorities to meet the frequently changing needs of the programs. The Office Services Assistant II performs receptionist duties to include greeting visitors, answering phone calls which may be voluminous at times, and processing incoming and outgoing U.S and interoffice mail. Duties also include maintaining confidential resident files, data entry into various database systems for both the academic program and detention, providing various reports as needed, maintaining resident movement calendar, ensuring court documents relating to movement are obtained, and reviewing/editing intake/release paperwork. The incumbent will obtain school records for juveniles and manage all student records to include set-up and maintenance of electronic and paper files, enrollment/withdrawal of students, verification of class schedules and managing grade/transfer summaries. This position oversees the school's student information system including data entry, data validations and reporting, SOL test registration and maintenance, creation of bulk mailings using databases and mail merge, ordering and maintenance of supplies for school and teaching staff, and coordination of IT services and office equipment maintenance for school. The incumbent will maintain the database for Department of Education/State Operated Programs survey responses, create and compile data for annual educational summary reports for Superintendents statewide, disseminate paperwork related to juveniles throughout the facility as needed, serve as back-up for the payroll input system for detention, and escort visitors into secure area as needed. The Office Services Assistant II interacts regularly with detention staff, courts, attorneys, schools, school divisions, parents, probation officers, law enforcement and other professionals. The Office Services Assistant II is supervised by the Business Office Manager. Successful completion of a comprehensive Child Protective Services and criminal background investigation required. Must possess a valid VA driver's license by time of employment. Must successfully complete a physical examination and pass a pre-employment drug screen. The incumbent is required to serve a one-year probationary period.

KNOWLEDGE, SKILLS AND ABILITIES: A demonstrated ability to interpret and follow written and verbal instructions, collect and assemble information and work with all levels of staff. Ability to perform in fast paced environment, communicate effectively with parents/guardians, service providers, court officials, law enforcement, attorneys, collateral agencies, and the general public. Good verbal and written communication skills a must. Knowledge of the juvenile justice and court systems preferred.

EDUCATION AND EXPERIENCE: High school diploma or GED is required. Proficiency in basic office practices and procedures necessary, as is the proper use of standard English grammar, spelling and punctuation. Experience in manual and automated filing systems and keyboarding necessary. Preferred qualifications include clerical training in an automated office environment.

PHYSICAL REQUIREMENTS AND WORK CONTACTS: Work is primarily conducted indoors under controlled temperatures. Frequent walking is required. Regular contact is made with Director, Deputy Director, Chief of Security, juvenile residents, parents/guardians, court officials, law enforcement officials, school officials and the general public. Must have the use of sensory skills in order to effectively communicate and interact with residents, co-workers and the general public through the use of telephone and face to face contact. Must be physically capable of doing the following:

- Respond to auditory and visual signals and alarms

- Operate a standard computer keyboard and a variety of communications and security equipment
- Retrieve written data from official documents, logs, and computer terminals
- Perform usual motor skills and movements involved in walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, sitting, standing, pushing, pulling, and lifting and handling objects that weigh less than 40 pounds
- Vision requirements must meet the standards as required by the Division of Motor Vehicles

HIRING RANGE: \$30,748 - \$38,434 / annually depending on experience and qualifications.

SALARY RANGE: \$30,748 – \$46,121 / annually.

DEADLINE FOR APPLICATIONS: December 16, 2020 @ 5 PM

HOW TO APPLY: Submit a VA State Application to:

Blue Ridge Juvenile Detention
195 Peregory Lane
Charlottesville, VA 22902
Fax: 434-951-9346

dillowjo@brid.org