

**105TH JUDICIAL DISTRICT
KLEBERG-KENEDY COMMUNITY SUPERVISION & CORRECTIONS DEPARTMENT**

**JOB POSTING
10-25-2006**

Position: CASELOAD SECRETARY

Pay: Pay to commensurate with experience

Reports to: Deputy Director of Administration

Supervises: Not Applicable-No Subordinate Staff

Closing Date: When filled

Primary tasks: Provide secretarial support services. Collect Fees and Validate Collections.

Major Activities: Receipt; calculate and verify collections; Post payments to electronic ledger; Update financial records; Update and maintain caseload records; Compile monthly files; process transfer in cases; Maintain transfer log; Process new offender cases; Perform word processing for conditions of supervision, motions, sanctions and other related caseload documents; Assist with receptionist responsibilities. Perform any other related duties as assigned by supervisor.

Skills needed: Establish and maintain moderately complex records and files. Apply and interpret rules or policies to routine work situations. Understand and follow oral and written instructions; Operate a Personal Computer and applicable software. Perform bookkeeping tasks, and key boarding entries. Must have the ability to pass a minimal computer skills test. Must be fluent in both Spanish and English Language. Fluency level shall provide employee with the ability to provide instructions and explain policy and/or procedures in Spanish and English. Shall be able to respond to telephone inquiries in Spanish and English.

Qualifications: Must meet attendance requirements (attend work on a regular daily basis without excessive absences—more than two consecutive days a month unless medical excuse is provided). Must have the capability to perform each task proficiently with minimal training and supervision. Preference will be given to individuals who have acquired prior experience with Microsoft Office, Word, Excel and/or similar spreadsheet programs. Proficient key boarding skills.

Knowledge: Must have knowledge of automated systems, procedures, software applications and bookkeeping/accounting principals.

Last Revision: 04/04/06

Supersedes: 04/04/06

Interested applicants may contact Kleberg County CSCD, Annabelle M. Garza, Deputy Director of Administration at 361-595-8558 ext 126 or by email agarza@kcscd.com. Resume required.