

Volunteer: Are You Task Oriented?

Serve as an Administrative Assistant!

If you are task-oriented and like working in a high pace, but friendly office environment then volunteering in our Probation Office as an Administrative Office Assistant will be a great fit for you.

We are seeking an Administrative Assistant Volunteer to support the Chardon Municipal Court Probation Office, on Friday's 9am until 3pm.

Location: Chardon Municipal Court Probation Department, 111 Water Street, Chardon Ohio 44024.

The Administrative Assistant Volunteer work is essential as it allows us to perform to our highest ability for our clients, attorneys, government entities, area agencies and most importantly our Judge.

- **Key Responsibilities** for the Administrative Assistant Volunteer will be under the supervision of the Chief Probation Officer. The administrative volunteer plays a major role in ensuring our administrative records are up-to date and properly organized. They will be responsible for supporting various administrative projects and day-to-day duties for the department. Such responsibilities may include greeting visitors, answering and logging all incoming & return calls and emails, answering question to best of their ability, refer calls to appropriate staff members, detailed oriented, documenting and scanning in legal and confidential documents, using the printer system to copy and scan business-related documents into the electronic document drive, putting together client files for probation officers, maintaining inventory of office supplies, sorting mail, preparing shipping labels. Occasional requirement to exert minor physical effort such as regularly lifting and bending. Movements may require pushing, pulling, and/or carrying up to 15 lbs. occasionally or periodically.

The Administrative Assistant Volunteer must demonstrate a commitment to serving clients and to upholding the probation department mission and adhering to the Handbook & Policy Manual. Ensure cleanliness of office areas for staff, visitors and clients. This position is ideal for an individual with at least one year of clerical, customer service or legal experience along with strong organizational, interpersonal and verbal communication skills.

A detailed orientation and training will be provided upon start of service at Chardon Municipal Court Probation Department and may require extra days or hours.

- The Administrative Assistant Volunteer should exhibit dependability, organization, punctuality, creativity and enthusiasm, knowledge of computer systems, flexibility, and patience.
- This is a great opportunity for volunteers seeking a training opportunity to increase their administrative/management skill set.

RESPONSIBILITIES

Essential Duties:

- Greet guests and provide them with superb customer service;
- Ensure the front desk is neat, presentable, and equipped with all the necessary supplies such as pens, forms, and paper;
- Monitor office phones/door (Answer incoming calls, return calls and redirect calls to the appropriate individual and take down and log messages);
- Prepare, sort, accept incoming and outgoing mail and disseminate to their appropriate designation;
- Monitor, reply, forward and organize emails;
- Track, order and disseminating office supplies;
- Fax and photo copy documents;
- Assist with scheduling and canceling appointments;
- Maintain, prepare, pull and file case folders;
- Check and balancing (cost on computer Vs. cost on invoice); and
- Special Projects (As assigned by the Chief Probation Officer and staff).

REQUIREMENTS

- High school diploma or relevant qualification;
- A minimum of 1 year proven experience in a similar role;
- Good understanding of office administration and basic bookkeeping practices;
- Strong knowledge of MS Office programs including MS Word, Excel, PowerPoint and Outlook;
- Demonstrate ability to prioritize projects and multi-task in a fast-paced working environment;
- Knowledge of working with multicultural communities;
- Need to have Excellent written and verbal communication skills and have some literacy in phone and cell phone use;
- Excellent organizational and multi-tasking abilities;
- Experience with handling phone calls, email correspondence;
- Excellent interpersonal and customer service skills, honest communication, positive attitude and ability to carry a professional tone; and
- **MUST PASS A BACK GROUND CHECK**

*Please submit a resume to Chardon Municipal Court,
Attn: Judith Thrasher, 111 Water Street, Chardon, Ohio
44024 or by email to muniprobation@co.geauga.oh.us
Attn: Judith Thrasher, Chief Probation Officer.*