



# Terrebonne Parish Consolidated Government

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## JOB DESCRIPTION

<b>POSITION TITLE.....:</b>	Administrative Coordinator II
<b>DEPARTMENT.....:</b>	Juvenile Detention Center
<b>DIVISION.....:</b>	
<b>CLASSIFICATION/GRADE.....:</b>	Administrative Coordinator II /106
<b>REVISED.....:</b>	05/2019
<b>REPORTS TO.....:</b>	Director/Assistant Director of Juvenile Detention
<b>REVIEWED.....:</b>	05/2019
<b>WAGES.....:</b>	Non-Exempt (Hourly)

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### **SUMMARY:**

This position is responsible for the completion of all clerical duties, daily coordination of all correspondence, phone calls, mail, and composing letters, memos and spreadsheets for the Juvenile Detention Director and Assistant Director.

### **BASIC FUNCTIONS:**

1. Performs secretarial and administrative duties by filing, typing, preparing reports, receiving telephone calls, sorting mail, transcribing, entering data into computer and performing other duties as assigned.
2. Open, sorts and distributes incoming mail for the department. Processes outgoing mail and interdepartmental correspondence.
3. Answers any telephone calls coming in on assigned lines and handles routine matters, or transfers caller following department procedures.
4. Responsible for the initial center training for all new hires.
5. Audits time cards daily and prepares payroll bi-weekly using time clock software and Excel spread sheets for Juvenile Detention employees and Teachers.
6. Coordinates and maintains office supplies and other inventory through purchasing from the Warehouse and outside vendors.
7. Maintains accurate records on vendors, accounts receivable, and accounts due.
8. Manipulating statistical data.
9. Strictly adhere to the Policy and Procedure of the Terrebonne Parish Juvenile Justice Complex and the Terrebonne Parish Consolidated Government.
10. Any administrative duties not in the job description, but necessary for the smooth operation of the facility.

### **OTHER REQUIREMENTS:**

1. The candidate shall communicate in a positive and effective manner.
2. The candidate shall demonstrate an ability to work well with others.
3. The candidate shall demonstrate strong organization skills.
4. The candidate will have to demonstrate the ability to communicate courteously, professionally, and in a friendly manner.
5. Ability to maintain confidential information a must.
6. Must be able to follow instructions and perform duties with minimal supervision.

### **EDUCATION/EXPERIENCE:**

1. High School Diploma or GED equivalent and a minimum of two years of clerical/secretarial experience required.
2. The candidate shall demonstrate the ability to use a variety of software packages, such as Microsoft Word, Outlook, PowerPoint, Excel and Access to produce correspondence and documents, maintain presentations, records, spreadsheets, forms, databases and memo writing.
3. The candidate shall clear a background check conducted by the Louisiana State Police and pass a drug screen.