

POTTER COUNTY SHERIFF'S OFFICE

EMPLOYMENT OPPORTUNITIES

AN EQUAL OPPORTUNITY EMPLOYER

The Potter County Sheriff's Office needs qualified individuals to fill the following position. If you are interested in a position and feel that you are qualified or if you know someone who might be qualified for this position, please submit a **Sheriff's Office application** to the **Potter County Sheriff's Office, 13108 NE 29th.** Applicants will be interviewed only if they meet the necessary requirements and qualifications for the following:

JOB TITLE: Mental Health Administrative Assistant

DEPARTMENT: SHERIFF

DIVISION: CORRECTIONS

POSITION: MENTAL HEALTH ADMINISTRATIVE ASSISTANT

SUPERVISOR: SERGEANT, JAIL STANDARDS COMPLIANCE

JOB DESCRIPTION:

The Mental Health Administrative Assistant position is a responsible, advanced clerical position involving moderately complex work tasks and problems. Work requires specialized clerical and computer knowledge; the exercise of initiative, independent judgement, and discretion; collecting, sorting, disseminating, and filing of mental health records; coordinating with jail staff, mental health staff, courts, and the Local Mental Health Authority (TPC) for the completion of CCP 16.22 Mental Health Assessments; communicating with prosecutors, court officials, defense attorneys, doctors, and other mental health professionals; collecting, sorting, and maintaining inmate mental health data; providing administrative assistance to the Mental Health Officer and Inmate Programs Coordinator; communicating and coordinating with outside mental health providers and organizations, such as TPC and the Panhandle Behavioral Health Alliance. Employees of this class are expected to proceed with minimal supervision, however, guidance and assistance are normally available. Work is reviewed for achievement of desired results and adherence to established policies and procedures. Work is indoors in an office setting. The position is jail-based and does involve working in the jail at times.

EXAMPLES OF TASKS PERFORMED:

1. Answers and places phone calls and takes phone messages.
2. Collects required documents from inmate files, compiles folder for MHO to complete 16.22 assessments.
3. Receives, forwards via email, and files completed 16.22 assessments.
4. Monitors for, collects, and maintains mental health data in computer database..
5. Produces periodic reports of inmate mental health data.
6. Attends periodic meetings with jail staff, mental health staff, and outside entities.
7. Prepares and types correspondence: produces a variety of material including administrative and public reports or documents for reproduction or distribution.
8. Provides general clerical assistance such as copying, typing correspondence, making phone calls, preparing for meetings, providing data, filing, etc.

REQUIREMENTS:

1. High school graduate or equivalency
2. Experience in secretarial and clerical operations
3. Read, write, and speak the English language.
4. Type 40 wpm
5. Must have computer literacy with the ability to operate common programs such as Microsoft Office, email, spreadsheets, act.
6. Ability to sit for extended periods of time
7. Ability to walk, lift, bend, and stand.
8. Must possess a valid Texas driver's license
9. Must never have been convicted of a felony.
10. Must have never been convicted of a Class A misdemeanor, or a Class B Misdemeanor in the past 10 years.
11. Successful completion of 90 day training program.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILL:

- Knowledge of business English, spelling, arithmetic, and vocabulary
- Knowledge of general county operations and computer systems, such as Spillman, or the ability to acquire such knowledge during a reasonable period of training
- Possess initiative and ingenuity in problem solving in complex, multi-disciplinary environment
- Ability to work successfully with the public and co-workers
- Ability to maintain confidential or privileged information
- Ability to perform a number of different tasks during a work period

SALARY:

- **\$37,486**
- **1 year \$38,986**
- **2 year \$40,110**

APPLICATIONS WILL BE ACCEPTED UNTIL FILLED

POTTER COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISIONS OF SERVICES.