

## Job Description

### Clinton County Attorney Office

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|-------------|-------------------------------|------------------|
| Job Title:  | Truancy Program Administrator | Job Code: N/A    |
| Department: | Clinton County Attorney       | Pay Grade: B23   |
| Reports to: | County Attorney               | FLSA: Non-Exempt |

**Summary:** Works in collaboration with Clinton County School Districts, Law Enforcement, County Attorney's Office, and Magistrate Judges to improve attendance and enforcement for school age children ages 5-17 in Clinton County Iowa. Frequently attend school administration, school board, and law enforcement meetings regarding truancy in Clinton County. Additionally, Serves as administrative support to the Clinton County Attorney, other County Attorneys, and office staff as needed. Performs clerical and accounting tasks requiring attention to detail, computer skills, and the ability to follow direction. Performs secretarial tasks. The position requires a high level of customer service, the ability to learn quickly, good organizational skills, and the ability to take direction then work independently.

#### **Essential Job Duties and Responsibilities:**

- Represent Clinton County and perform duties in a professional, responsible, and trustworthy manner.
- Establish and maintain a positive working relationship with co-workers, supervisors, other departments, agencies, and members of the public.
- Ability to type 45 wpm accurately and utilize all Microsoft Office suite, scanners, calculators, fax machines, photocopiers, learn and maneuver through various legal software, file in alphabetical order, and answer multi-line telephones.
- Must be able to work within multiple law and court computer systems.
- Prepare and customize template legal documents prepared by attorneys.
- Handle confidential information and reports.
- Provide courteous and responsive customer service, screen inquiries, answer various legal questions from callers and visitors, i.e., the public, a variety of agencies (Federal/State/Local) as well as staff, department heads, probation officers, judges, and law enforcement officials by email, phone or in person. Must be able to ascertain the issue and document pertinent information to relay messages appropriately.
- Make phone calls as directed, assist in scheduling witnesses, preparing subpoenas for trial, and assure that law enforcement is aware of court dates.
- Act as a gatekeeper for EDMS (Electronic Document Management System) daily; draft and generate legal correspondence, type, and proofread various legal documents, files, photocopies, faxes, and scans court documents through EDMS.
- Independently compile information from police reports, review criminal histories, and determine obligations of the State to enhance criminal charges. Prepares letters to request certified documents of those charges.

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- Prepares Documents as Directed by the County Attorney
  - a. Prepares statements of facts and minutes of testimony independently in routine cases, type forms such as petitions, orders, motions, notices, subpoenas, and County Attorney information.
  - b. Work with criminal and civil clerk's office regarding matters such as filing criminal motions, order, getting subpoenas signed, and other case information as needed or directed.
  - c. Manages incoming daily digital caseload to ensure all documents that are necessary to a case are placed in appropriate files.
  - d. Send restitution and victim registration information as necessary to victims.
- Provides back-up support for all secretarial positions when necessary.
- Must have proficient organizational skills and the ability to prioritize and work within deadlines of competing priorities while remaining positive and professional to both those within the office and others outside of the County Attorney's office.
- Performs other duties as assigned to assist those within the office.
- Supervisory Support(indirect) for Magistrate Court Secretary Delegate.
- Provide training to Magistrate Court Secretary Delegate including EDMS, process, and protocols.
- Work with school districts, administrators on policies regarding attendance, Attendance Cooperation Meetings/Policies, and truancy prevention in Clinton County.
- Attend Attendance Cooperation Meetings as a representative of the Clinton County Attorney's Office. Act as a mediator in the ACM meeting with schools, parents, and support agencies to determine cause for truancy, attempt to problem solve attendance issues and determine agreed upon solutions by all parties to deter criminal prosecution.
- Communicate directly with school administrators, attendance secretaries, social workers, and social service agencies regarding truancy matters.
- Collaborate with SRO's regarding violations of ACM agreements, violation of attendance meetings and probation matters.
- Prepare truancy magistrate court cases for Assistant County Attorneys, compile school records, send out notices to appear for trial and hearings, and brief attorneys regarding each case. Follow up with school administrators regarding outcomes from court hearings and probation violations.
- Compile and evaluate data, prepare monthly and annual reports to be shared with school districts, law enforcement, and other stakeholders.

### **Minimum Qualifications Requirements - (Education and Experience):**

High School Diploma/GED Required

Advanced Degree is preferred.

Prior office experience is preferred.

Prior Law office experience is preferred.

### **Minimum Qualifications – (Knowledge, Skills and Abilities):**

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- Knowledge of the Iowa Code and laws pertaining to State and Clinton County governments.
- Work effectively and efficiently with little or no direct supervision in a legal work setting.
- Ability to organize and prioritize multiple responsibilities and completing priorities by being flexible to meet demands of office changes.
- Ability to effectively utilize all office equipment.
- Ability to establish and maintain effective working relationships with co-workers, government officials, community groups, and other law enforcement agencies.
- Detail oriented in presentation of documents, reports, lists and correspondence.
- Comprehensive knowledge of standard office practices, procedures, equipment, related hardware and software, and secretarial techniques.
- Thorough knowledge of law practices and policies.
- Ability to learn specialized equipment and software related to legal office needs. business needs.
- Ability to interact with a variety of people, some in emotionally stressful situations.
- Ability to adhere to policy.
- Ability to uphold a positive image of the Clinton County Attorney's office.

### **Language Skills:**

- Ability to read and comprehend general business and legal documents.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from groups of law enforcement officials and the general public.

### **Mathematical Skills:**

- Ability to add and subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Ability:**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to maintain confidentiality and security of law enforcement information as appropriate.

### **Work Environment:**

- Noise – Moderate (example: business office with computers and printers, light traffic)
- Ability to work at times within stressful and confidential situations.

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- Working with the public can cause exposure to unpredictable smells, in example: perfume, smoke, body odor.

### **Physical Demands:**

- Standing – Approximately less than 1/3 of on-the-job time.
- Walking – Approximately less than 1/3 of on-the-job time.
- Sitting – Approximately greater than 2/3 of on-the-job time.
- Use of hands to finger, handle or feel – Approximately greater than 2/3 of on-the-job time.
- Reaching with hands and arms – Approximately less than 1/3 of on-the-job time.
- Stoop, kneel, crouch, or crawl – Approximately less than 1/3 of on-the-job time.
- Weight lifted/force exerted – Occasionally requires lifting objects up to 25 pounds.
- Vision – Most tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals.
- Talking or hearing – Approximately greater than 2/3 of on-the-job time.

### **Certificates, Licenses, Registrations:**

### **Supplemental Information:**

- Knowledge of overall function of the County Attorney's office, local criminal justice system and county government a plus. Experience working with school administrators a plus. Ability to handle confidential information and deal with a variety of persons, some who are in emotionally stressful situations.

**NOTE:** This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Employee Signature \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_