Administrative Support Supervisor

Details **Job ID :** 295

Title : Administrative Support Supervisor

Job Code : 810

Salary : $2,185.00 (Monthly)

Grade : 8

Tenured : YES

Job Departments

- Drug Court
- Pretrial Services

Purpose

RESPONSIBLE FOR SUPERVISION OF ADMINISTRATIVE SUPPORT STAFF BY COORDINATING DAILY OPERATIONS OF CENTRAL STAFF.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 5 Years of Related Experience

Job Required Knowledge

- 5 YEARS OF RELATED EXPERIENCE MUST BE OFFICE EXPERIENCE WITH AT LEAST 3 YEARS WITH THE COURTS

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- GOOD ORGANIZATIONAL SKILLS
- COMMUNICATION SKILLS
- EXPERIENCE: SUPERVISORY EXPERIENCE

Job Duties

- DAY TO DAY SUPERVISION OF ADMINISTRATIVE SUPPORT STAFF
- APPROVAL OF TIMESHEETS FOR ADMINISTRATIVE SUPPORT STAFF
- MIS ADMINISTRATOR
- COORDINATE GRANT APPLICATION PAPERWORK
- SUBMIT GRANT PROGRESS REPORTS
- APPROVE ALL FIELD STAFF SUPPLY ORDERS AND TRAVEL VOUCHERS
- ASSIST WITH DEVELOPMENT OF STAFF TRAINING
- COORDINATE STAFF TRAINING
- DRUG COURT COURTNET ADMINISTRATOR
- COORDINATE AND MONITOR PROGRESS OF NEW FACILITIES
- COORDINATE INTERVIEW AND EMPLOYEE ORIENTATION FOR NEW STAFF
- ATTEND ALL QUARTERLY SUPERVISOR MEETINGS
- SOME OVERNIGHT TRAVEL REQUIRED
- OTHER DUTIES AS ASSIGNED