

City of Greenwood – Probation Office Manager

Job Title:	Office Manager	Job Category:	Non-Exempt
Department/Group:	Probation	Job Code:	
Location:	Greenwood Justice Center 186 Surina Way Greenwood, IN 46142	Travel Required:	No
Level/Salary Range:	Contingent on Experience	Position Type:	Full-time
HR Contact:	Human Resources Coordinator	Supervisor:	Chief Probation Officer
Fax or E-mail: (317) 887-5868 or HR@greenwood.in.gov	Mail: City of Greenwood Attention: Human Resources Department 300 South Madison Avenue Greenwood, IN 46142		
Job Purpose:	To maintain office services by organizing frontline operations and procedures.		

Duties and Responsibilities:

- Register probationers arriving for appointments; notify probation officers and case managers.
 - Collect fees from probationers; preparing daily reports on fee collections
 - Create and update files on all probationers
 - Assist probation officers with urine drug screens
 - Assist probation officers with orientation for new probationers
 - Understand and comply with state and local ethical and conduct requirements
 - Maintain accurate and complete files.
 - Perform other duties as assigned.
- Maintain supplies and place order according to budget when necessary

Job Requirements:

- **Education:** High school degree
- **Skills and Abilities:** Ability to operate computer and other office equipment. Must possess excellent communication skills and basic analytical skills.
- **Physical:** Must be able to sit for several hours and be able to lift up to 20 pounds.

By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position. The City of Greenwood is an “at will” employer and has the right to terminate the employment relationship at any time.

Employee Signature: _____

Date: _____

Approved By: