

The Canyon County Board of Commissioners considered and adopted the following Resolution which shall be effective on the 27th day of August, 2025


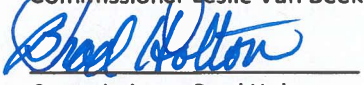

Upon the motion of Commissioner VanBeek and the second by Commissioner Brooks the Board resolves as follows:

To adopt and approve changes to the **job title, and job description of one (1) position** in the Misdemeanor Probation Department

One (1), Sr. Administrative Specialist – Community Service, salary grade 12, min. \$21.54 mid. \$26.02, max. \$30.50 position control number 42 294 267, FLSA non-exempt

To **One (1) Sr. Administrative Specialist**, salary grade 12, min. \$21.54 mid. \$26.02, max. \$30.50 position control number 42 294 267, FLSA non-exempt

- Motion Carried Unanimously
- Motion Carried/Split Vote Below
- Motion Defeated/Split Vote Below

	Yes	No	Not Vote
 _____ Commissioner Leslie Van Beek	✓	_____	_____
 _____ Commissioner Brad Holton	X	_____	_____
 _____ Commissioner Zach Brooks	X	_____	_____

Attest: Rick Hogaboam, Clerk

JROSS

Deputy Clerk

Date: 08.27.25



Sr Administrative Specialist

Department: Misdemeanor Probation
FLSA Designation: Non-Exempt

Pay Grade: 12
Effective Date: August 2025

Job Summary

The Senior Administrative Specialist performs administrative and clerical duties to support the Misdemeanor Probation and Community Service. The work is performed under the supervision of the Misdemeanor Probation Office Manager.

Key Responsibilities

- **Administrative:**
 - Develop and maintain relationships with non-profit organizations within the community
 - Develop community service opportunities for offenders, document all correspondence, and required follow-up
 - Register defendants in the program of Community Service and/or Supervised Misdemeanor Probation, assists with conducting criminal history inquiries on offenders, maintains logs on inquiries ran, ensures criminal histories are accounted for and destroyed
 - Prepare monthly and other periodic program statistics and reports
 - Process and maintain reports from Community Service Resources and other Community Service agencies
 - Set appointments, open and maintain files for defendants ordered by the Court into the community service program, as well as the Supervised Misdemeanor Probation program, court orders, and related documents
 - Maintain communication and exchange information regularly with probation officers, court personnel, and monitor service vendors and related personnel in other counties
- **Clerical:**
 - Collect and process community service fees as well as any cost of supervision or court fines processed by the courts
 - Maintain records, files, and databases
 - Assist in entering incoming urinalysis results, programs/treatments that participants have enrolled in or completed, and forward to the assigned probation officer
 - Assist in entering treatment reports and forwarding the reports accordingly to the assigned probation officer
 - Maintain office supplies, conduct inventory, and ensure forms are current and in supply
 - Perform general reception duties, greet walk-in customers, clients, and the public, distribute mail, and maintain inventory of office forms, files, and records
- **Other Duties:**
 - Perform all work duties and activities in accordance with county and department policies, procedures, and safety practices
 - Other duties as assigned

Qualifications

Skills and Abilities:

- Knowledge of court and related legal procedures, processes, and terminology
- Basic bookkeeping, cash handling, and accounting methods and procedures
- Customer service methods, techniques, and objectives
- Operation of standard office equipment, a personal computer, and job-related software
- Work cooperatively and constructively with fellow workers and members of the public to provide public service of the highest quality
- Establish communications and working relationships with program participants, attorneys, and

- court personnel under stressful and adversarial conditions
- Work independently
- Use logical and creative thought processes to develop solutions according to procedures, specifications, and/or instructions and in situations where established procedures do not apply
- Perform time management and scheduling functions, meet deadlines, and set project priorities
- Maintain program confidentiality

Special Qualifications

- Bilingual Spanish & English preferred
- Must be bondable
- Valid driver's license
- Successfully complete a background investigation
- Idaho NCIC access certification within first three months of employment

Education and Experience

- High school diploma or GED equivalent required and advanced business office or secretarial coursework preferred
- One (1) year clerical, probation program, community service program, or court-related experience required
- Any equivalent combination of experience and training may be considered

Essential Physical Abilities

- Clear speech with or without an accommodation, to effectively convey detailed or important instructions or ideas accurately, loudly and/or quickly
- Sufficient clarity of hearing with or without reasonable accommodation to enable the employee to hear average or normal conversations and receive ordinary information
- Visual acuity, with or without an accommodation, to read instructions, review and organize documents
- Requires sufficient personal mobility and physical reflexes, which permits the employee to function in a general office environment to accomplish tasks and restrain an individual in custody
- Ability to lift 50 lbs.

Disclaimer

To perform this job successfully, an individual must be able to perform the primary job responsibilities satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

Canyon County is an Equal Opportunity Employer. Employment decisions related to recruitment and selection are made without regard to race, color, religion, sex, national origin, age, disability or genetics.