

Administrative Assistant | Shoshone County Courthouse

Location/Department Probation Services	Travel Required No
Reports To Shoshone County Probation Services Director	FLSA Status Non-Exempt
Hours Weekdays 8:00 am – 5:00 pm (40 hrs) After hours as needed	Last Reviewed By – Date Christy E. Miller 01/27/2026

Position Summary

This position provides essential administrative and operational support, works closely with probation officers and court staff, and serves as a key point of contact for clients and the public.

Essential Duties and Responsibilities

The following essential duties may be carried out with or without reasonable accommodation:

- Enter and maintain legal and case documentation in court management systems
- Serve as the first point of contact for probationers, staff, and the public—checking in clients and directing visitors appropriately
- Assist probation officers with case management, reports, court orders, and violation processing
- Coordinate with court clerks to ensure proper documentation and required signatures
- Prepare professional correspondence, reports, and confidential documents
- Scan and maintain electronic records
- Schedule appointments and monitor department calendar
- Accurately code and submit invoices to Accounts Payable to ensure timely payments; keep record of expenses
- Manage Community Service Hours registration for defendants
- Manage Active and Closed probation cases
- Assist with Drug/Alcohol Testing program; sample collection; data entry; keep accurate inventory and order supplies
- Use calm communication and de-escalation techniques when interacting with challenging individuals

Other Duties and Responsibilities Performed Occasionally

- Other duties as assigned by Director.
- Maintain monthly Community Service Directory (court ordered hours); disseminate as directed; prepare affidavits for signature

Minimum Qualifications

- High School Diploma
- Strong computer skills and attention to detail
- Ability to manage sensitive and confidential information
- Valid driver's license, reliable transportation, and insurable driving record
- Must be able to pass criminal background check and drug screening

Ideal Skills and Qualities

- Professional communication and customer service skills
- Ability to remain calm, firm, and respectful in challenging situations
- Proficiency with computers, databases, and office software
- Ability to establish and maintain professional boundaries
- Flexible availability to meet department needs

Working Conditions

- Work in an office environment. Situations may include stress of working with detainees, persons under the influence of alcohol and drugs, emotional individuals, and resistive and combative persons; stress of exposure to personally dangerous individuals and circumstances including possible exposure to individuals with communicable diseases.

Supervision

- Works under direct supervision
- Does not supervise others

Equipment Operated

- Standard office equipment (i.e., computer, multi-line phone system, copier, scanner, etc.)