



Administrative Specialist

Department: Adult Probation

Revised: December 2025

GENERAL DESCRIPTION

This is a high-level, complex administrative position overseeing and managing the daily responsibilities of clerical staff to ensure effectual operations in the Adult Probation Office. This position supervises a small team of clerical staff, planning and organizing all their activities. This position commands a broad range of tasks from communicating with other court and court-related offices and government agencies to ordering supplies and equipment. Develops and implements procedures and policies for administrative activities. Oversees the billing processes. Tracks and analyzes the department's expenses and budget. Regularly reports to and works with management staff to improve department's operations and procedures.

ESSENTIAL DUTIES

- Responsible for office billing by processing all purchases and invoices in timely manner in compliance with County policies and procedures
- Communicate directly with vendors and County offices with billing questions and ensure compliance with established procedures
- Manage inventory and purchases supplies and equipment
- Process travel requests and employee expense reimbursements
- Perform account reconciliations and investigate any inaccuracies
- Prepare financial documents and reports and help forecast annual budget
- Work with management staff to create and enter department annual budget and monitor expenses
- Prepare and process department contracts
- Assist with all department grants and supplementary funding sources
 - Maintain all grant budget records and invoicing
 - Monitor financial performance of grants
 - Organize all grant record-keeping and reporting
 - Work with program coordinators on grant-related matters
 - Lead and participate in grant program and financial status meetings
- Perform human resources administrative support duties
 - Maintain department job descriptions and postings
 - Arrange new employee interviews
 - Help recruit, select, orient and train new employees
 - Works with Office of Human Resources to schedule all pre-employment screenings and tests

- Organize and direct clerical staff orientation training
- Keep office attendance calendar
- Maintain personnel files
- Assist with intern and volunteer program as assigned
- Update office policies and procedures and department personnel manual as assigned
- Supervise clerical staff together with coaching, counseling and disciplining staff
- Monitor and evaluate clerical staff performance
- Manage clerical staff relations
- Review and approve clerical staff vacation/time off requests
- Assist with developing annual training plan for clerical staff in conjunction with documenting and retaining training records
- Draft and implement administrative support and clerical policies by establishing standards and procedures, measuring outcomes and making appropriate modifications
- Schedule and delegate clerical assignments among clerical staff, providing oversight to ensure productivity, deadlines and mission is achieved
- Prepare and distribute weekly violations
- Coordinate with County Information Technology department on office equipment
- Facilitate maintenance of office equipment
- Manage department's webpages
- Support department's public information campaign as directed by management staff
- Assist court users, helping manage inquiries and complaints
- Work with management staff to analyze and monitor internal processes
- Responsible for organization of all records retention per the County Records Retention Manual and Supreme Court of Pennsylvania Administrative Office of PA Courts Record Retention and Disposition Schedule with Guidelines manual
- Provide administrative support to the chief, deputy chief and supervisor
- Prepare and distribute monthly staff meeting minutes
- Enter, compile and maintain various data sets and databases
- Prepare reports and forms
- Proofread and edit documents
- Acts as back up to all clerical staff, performing general secretarial duties such as typing documents and correspondences; answering and directing incoming telephone calls; locating, retrieving and filing case information; preparing, filing, and distributing court documents; processing court orders, expungements, interstate transfers, bench warrants, detainers and travel passes
- Perform other duties as assigned

QUALIFICATIONS

- High school graduate or equivalent with formal post-high school training or associate degree in related field
- Three years of related experience with at least one year of proven experience in office management

- Considerable knowledge and experience in both AR and AP and ability to effectively communicate with co-workers and management about finances of the department
- Proficient with Microsoft Office, Word, Excel, and Outlook in particular
- Excellent time management skills and ability to multitask and prioritize
- Possession of strong organizational and planning skills and attention to detail
- Ability to maintain records, assemble data, and compile reports
- Commitment to demonstrating conduct that inspires public confidence and trust in the Courts, preserves the integrity of the Court system, and reflects a commitment to serving the public

SUPERVISORY RESPONSIBILITIES

Supervises a small team of clerical staff, planning and organizing all their activities.

WORKING CONDITIONS

Office environment with the potential for a high degree of stress due to work volume and interactions with potentially dangerous criminal offenders and individuals who are in highly stressful situations

NOTE: Prior to appointment, the successful candidate will be required to submit to a criminal background check and a urinalysis screening for use or abuse of drugs or alcohol.

Company Description

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

County of Lycoming is an Equal Opportunity Employer

This Organization Participates in E-Verify

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