

COURT ADMINISTRATION SECRETARY

GENERAL DEFINITION

This position involves confidential clerical and administrative duties which involve varied and moderately complex work methods and functions.

Responsibilities of this position include specialized legal and clerical work, confidentiality, maintaining and providing assistance to pro se litigants in completion of petitions and complaints.

An employee in this class performs a variety of functions. Work normally involves the application of initiative and independent judgment to procedural questions which are encountered, although decisions made are limited by established precedents and County policies. Work is performed under the supervision of the Court Administrator / Deputy Court Administrator

EXAMPLES OF WORK

Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.

Opens screens and distributes mail, composes replies to routine correspondence.

Greets visitors and callers, handle their inquiries, and direct them to the appropriate persons according to their needs.

Answer public inquiries, attempts to resolve complaints and refers more complex complaints to appropriate official.

Complete Temporary Protection From Abuse Orders and the PFAD System and take to the assigned Judge to review.

Assist with court scheduling and event calendars.

Assist in maintaining and operating video equipment.

Complete all aspects of jury list.

Perform any other duties as may be designated by the President Judge, Court Administrator or Deputy Court Administrator.

This job description shall include, but is not necessarily limited to, the above duties.

REQUIRED KNOWLEDGE, SKILL AND ABILITIES

Considerable knowledge of business communications, spelling, punctuation and office procedures.

Ability to operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications. Operate electronic mail systems and coordinate the flow of information both internally and with other organizations.

Ability to meet and deal effectively with associates and the general public. Good interpersonal skills a must.

MINIMUM TRAINING AND EXPERIENCE

Completion of high school diploma or equivalent and one to two years of secretarial and general clerical experience.

Or, any equivalent combination of acceptable training and experience.