



Confidential Judicial Administrative Assistant

Amenities:

The County of Northumberland offers a full benefits package including health insurance, prescription, vision, dental, vacation, holiday, sick, personal time, and retirement.

Position Summary:

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

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. The employee, because of the nature and confidentiality of the subject frequently dealt with, is required to exercise discretion, independence, and judgment. Responsibilities of this position include specialized legal and clerical work and confidentiality.

What You'll Do:

- Make service of documents by the Court to the appropriate offices and counsel.
- Review and prepare confidential documents, court orders and legal mail.
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Composes replies to routine correspondence.
- Assist with court scheduling and judges event calendars.
- Greets visitors and callers, handles their inquiries, and directs them to the appropriate people according to their needs.
- Answer public inquiries, attempts to resolve complaints, and refers more complex complaints to appropriate official.
- Perform any other duties as may be designated by the Court.

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

Job Requirements/Skills & Abilities:

- Considerable knowledge of legal terminology and process.
- 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 & Experience:

- Paralegal certification preferred.
- 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

Employment Category:

- Full Time
- 33 hours per week

The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to successfully do the job.

