



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Administrative Assistant</u>	NEW: <input type="checkbox"/>	REVISED: <input checked="" type="checkbox"/> <small>(Please check one)</small>
REPORTS TO: <u>Court Administrator</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>01/2016</u>
DEPARTMENT: <u>Adult Court Services</u>	JOB CODE: <u>600</u>	

SUMMARY:

Under general supervision, the Administrative Assistant provides customer service and specialized clerical support for all personnel in the Adult Court Services division of the 13th Judicial Circuit.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Serves as a liaison for the department; greets visitors; takes messages and/or answers inquiries regarding Adult Court Services programs and procedures; receives, screens, and responds to requests, queries and complaints received by phone, mail, email or in person from visitors, other departments, city, county, or state agencies, and social service agencies; schedules and coordinates appointments and meetings.

Communicates and provides Adult Court Services program information, including the scope of services and guidelines required by participants; provides necessary forms and schedules to individuals, judges, attorneys, staff, and others that contact the department.

Performs a variety of legal office support work; prepares and composes letters, correspondence, forms and other documents; edits, proofreads and corrects written materials; receives, sorts, processes and distributes incoming mail; maintains copies of documents; operates computers, maintains, monitors and updates files and databases; generates computer reports; operates office equipment.

Compiles and tabulates data for reports; maintains records such as attendance, payroll, office activities and expense statements; monitors and maintains an appropriate level of office supplies; maintains confidentiality of sensitive information; enters information into computer programs; verifies accuracy of data entry; files and maintains records and documents in an

established system for easy retrieval; makes copies of documents; prepares and distributes minutes of meetings; monitors and maintains inventory of case files, reporting records and schedules, supplies and related documentation.

Prepares or processes a variety of forms, documents, correspondence, including supply requisitions, payments, and receipts.

Produces and distributes jail report; generates daily cases eligible to have a time fee added in fines and costs program; reviews payment receipts; reconciles database with receipts; generates report of pending investigations; generates other informational reports; gathers information from all reports for use in quarterly and annual reporting.

Prepares urine drug tests as needed including login data for defendants being tested; prepares payment forms for tests and directs defendant to accounting before test is administered.

Maintains common areas in an orderly, clean, and safe appearance.

Performs other duties as assigned.

KNOWLEDGE AND SKILL:

1. Knowledge of personal computers and standard software applications related to court support work.
2. Knowledge of filing and electronic record keeping systems.
3. Knowledge of legal processes and terminology.
4. Knowledge of English grammar, punctuation and spelling; advanced skill in communicating effectively using the English language, both orally and in writing.
5. Skill in reading and preparing legal documents.
6. Skill in mathematics sufficient to accurately calculate numbers performing calculations using addition, subtraction, multiplication and division.
7. Skill in application of state and federal guidelines, rules, and statutes to perform essential functions of position.
8. Advanced skill in discretion and maintaining confidential information.
9. Advanced skill in handling stress successfully and the ability to work well with other employees, court professionals and the public.
10. Ability to multi-task
11. Ability to learn and apply policies, procedures, documents and terminology affecting assigned functions.
12. Advanced ability to work independently and follow instructions.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

WORK ENVIRONMENT:

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, printers and scanners, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public, witnesses, defendants, victims, law enforcement agencies, court employees, attorneys, and members of other entities.

MINIMUM QUALIFICATIONS:

High School Diploma or GED equivalent, plus three years clerical or office management experience. Must be over 21 years of age and have the ability to type 60 WPM.

PREFERRED QUALIFICATIONS:

Associates Degree in Criminal Justice or related field, plus one year accounting/bookkeeping experience

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.