

**Job Title: Administrative Assistant**

**Prepared By: Clerk of Court**

**Classification: Full-time**

**Prepared Date: 12/27/16**

**Department: Clerk of Court**

**Approved By: Human Resources**

**Reports To: Clerk of District Court**

**Approved Date: 1/20/17**

**Location: 525 E. Grand Ave.**

**FLSA Status: Non-Exempt**

**Function:** Under general supervision of Clerk of District Court, perform technical clerical work in administrative support to the Clerk of District Court's Office.

**Essential Duties and Responsibilities:** Assist in daily Administrative duties of the Clerk of District Court. Assist in daily operation of the Clerk of District Court office to properly maintain accurate court records, assist customers, and answer questions that come in by phone or at the counter and accept payments.

- Daily/Monthly Books- Bank and post office daily in Clerk's absence;
- Attend and supervise daily Court & Jury Trials;
- Receive & disburse bonds, fines, fees and restitution Omni record checks as received by email;
- Email District Court Schedule weekly (see Clerk of Court for current recipients);
- Rotate doing inactivity report monthly;
- Assign court and weekly jobs to staff;
- Make necessary corrections on Supreme Court quarterly reports;
- Work with Clerk of Court on appeals (Supreme Court & Lower Court);
- Prepare trial schedules monthly;
- Interview and input on new hires;
- Train new hires on counter work, court, jury trials;
- General accounting- bank statements, NSF's, etc.;
- Log and keep track of employee time sheets and time off requests;
- Vouchers- CDC and Judge's;
- Order supplies;
- Appeal preparation- Supreme Court and Lower Courts;
- Budget;
- Payroll;
- Joint & several questions, issues and payments;
- Cross Train in all duties of Chief Deputy.

The Clerk of District Court employees interact with the Judge and his/her staff, Police and Sheriff Department employees, attorneys, Supreme Court administration, many other court related agencies (ex: Probation/Parole, Victim Witness Coordinator), County Attorney and staff, all other employees throughout the courthouse and the general public. Contacts with the public may be negative in nature and require a great deal of tact, discretion, sensitivity and occasionally, firmness.

**Qualifications/Requirements:** High School Diploma or equivalent. Be proficient in spelling and have an understanding of legal terms, knowledge of data entry, good communication skills and the ability to work with co-workers in a respectful, friendly way.

**Work Conditions:** Work is performed primarily in an office or courtroom environment, which may be crowded and noisy. Sitting at a work station and entering data into a computer for extended periods of time is required. The courtroom environment is subject to potential conflict and/or hostility from the public. Occasional lifting is required.