

JOB DESCRIPTION

Salary: \$31,645.70

*Court Administrative Specialist

JOB TITLE: Secretary II –

DEPARTMENT: Court Administration

STATUS: Non-Exempt/Union

DEPARTMENT #: 160

GENERAL SUMMARY: The incumbent in this classification performs a variety of responsible and confidential assignments and provides general administrative support for Court Administration. Work is carried out in accordance with administrative practices, procedures and precedents and any applicable legal standards or regulations and performed under minimum supervision.

SUPERVISION RECEIVED AND EXERCISED: Reports to and receives direct supervision from the Court Administrator and/or her Confidential Secretary. May be responsible for directly supervising part-time or temporary clerical workers.

ESSENTIAL JOB FUNCTIONS:

Backup for Protection From Abuse Coordinator:

- Assist persons seeking PFA Orders by determining if they qualify.
- Prepare PFA Petition and Temporary Order using the PFAD System.
- Accompany persons to the courtroom for their ex parte PFA hearing.
- Make all necessary copies for service.
- Add the PFA hearing to the appropriate court schedule.

Civil, Family Division-Orphan Court:

- Help Assistant Court Administrator with all family, argument, civil and juvenile matters such as scheduling, continuances, and data entry.
- Schedule hearings for Courtroom 4 and the Custody Master.
- Assist with keeping the hearing schedule for Courtroom 4 and Custody Master.
- Fill in for Assistant Court Administrator when she is scheduled off.

Juvenile Division:

- Assist with scheduling all juvenile hearings (both Juvenile Probation and CYS cases).
- Assist with keeping track of Juvenile Master's hearing schedule.
- Assist with putting Dependency cases in the CPCMS system and Juvenile Probation
- Assist with typing the Juvenile Master's schedule and distribute copies to appropriate offices.
- Assist with setting up 72 hour juvenile hearings when necessary.
- Find substitute Juvenile Master when needed.
- Assign counsel to all juvenile cases as needed

Criminal Division:

- Process criminal pleadings and route to appropriate courtroom.
- Schedule criminal hearings as needed.
- Assign counsel on criminal cases when other Court Administration staff is off when necessary.

Arbitrations, Depositions, Master Hearings:

- Assist with setting up hearings when other Court Administration staff is off.

Court Room Assistant for Visiting Judges:

- Fill in for Court Administration staff as a Court Room Assistant when needed for a visiting Judge.

School Tours:

- Assist with setting up and coordinates tours with the Judge's schedules for school students to sit in on court cases and visit the jail.

Jury:

- Assist with checking in jurors as needed.
- Assist with printing jury information and checks as needed.

Backup for Confidential Secretary to Court Administration:

- Fill in for Confidential Secretary by doing payroll or helping with purchase orders.
- Share answering phones with other Court Administration staff.
- Assist attorneys and public with questions.
- Print and distribute daily court schedules as needed.
- Sort and deliver mail as needed.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the operations of the judicial system.
- Extensive knowledge of office terminology, procedures and equipment.
- Ability to read and interpret documents such as governmental regulations and legal documents.
- Ability to establish and maintain effective working relationships with officials and other departments.
- Ability to work under pressure and make decisions in accordance with law, regulations and established procedures.

MINIMUM JOB REQUIREMENTS:

- Graduation from high school or possession of a GED certificate.
- One to three years related experience and/or training in legal secretarial work, or
- An equivalent combination of education and experience.
- Requires good knowledge of the operations of the criminal justice system and court procedures.

WORKING CONDITIONS:

- Work is normally performed in a typical interior/office work environment.
- Moderate physical activity.
- May require physical effort including lifting up to 25 pounds.
- May be required to sit, stand, or walk for extended periods of time.
- Exposure to computer screen.

OTHER REQUIREMENTS:

- Possession of a valid driver’s license may be required.

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The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills of personnel so classified.

Signatures of those interested in applying Posting: October 29, 2024 through November 8, 2024.
