

# WASHINGTON COUNTY

## Job Description

### **JOB TITLE: Administrative Assistant-Juvenile Court**

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Exempt (Y/N): No

DATE PREPARED: August 2013

DEPARTMENT: Juvenile Division

SUPERVISOR: Director of Juvenile Court  
Services and Circuit Court III Judge

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#### **SUMMARY:**

The incumbent provides administrative assistance and secretarial duties for the Director and others designated by the Director for the department. He/she ensures that all office functions are preformed efficiently and in a professional and timely manner to maintain office continuity. This position assists office staff, attorneys, Judge, and the general public with numerous tasks. The incumbent is essentially the “gatekeeper” for the office. The Administrative Assistant initiates and installs new ideas for efficient operations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Greet individuals entering the office, provide information, or direct them to the appropriate individual within the office.
2. Answer telephones, direct phone calls to appropriate person or department, or take messages in a polite and efficient manner.
3. Resolve problems and deal with the public in a professional manner.
4. Perform general office duties which include word processing, data entry, photocopying, filing, prepare and send mailings/correspondence, open/distribute mail, fax documents. Basic computer skills in MS Word, Excel, Access and Outlook required.
5. Maintain office files in an accurate and efficient manner.
6. Maintain office equipment in working condition. Call for service and/or repair as required. Maintain adequate supplies for facility offices. Reorder supplies as necessary.
7. Receive, review, and follow-up on reports/printouts, etc.
8. Provide assistance to office staff and perform miscellaneous duties as assigned by supervisor.
9. Teach new employees proper time card procedure and assist Director with payroll.

10. Maintain adequate supplies for the office. Reorder as necessary.
11. Conduct all liaison activities in a professional manner to ensure maximum cooperation among County and other agencies.
12. Ensure that all duties assigned are performed according to office policy and procedures.
13. Verify invoices and forward to comptroller such as visa card purchases, submission of purchase order requests, and other expenditures incurred by the facility in a timely manner.
14. Assist Director with organizing and balancing the department's budget.
15. Testify in court on occasion about conversations with the public or results of Lab work on drug tests.
16. Supervise special projects assigned by the Judge and/or Director.
17. Type court orders and various other legal documents.
18. Make occasional trips to the Circuit Clerks office to have legal documents file marked.
19. Notarize numerous court documents.
20. Make trips to various locations to pick up supplies.
21. Assist Trial Court Assistant with various tasks and perform his/her duties in their absence.
22. Perform other related duties as required or assigned.
23. Regular attendance is mandatory for this position.
24. Learn the office Rite Track Database to be able to navigate and import forms or print forms from various records.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUACTION and/or EXPERIENCE:**

A minimum of high school diploma general education degree (GED) is required with someclerical/secretarial schooling and/or word processing training; and 2 years previous legal office experience preferred.

**OTHER SKILLS and ABILITIES:**

The incumbent must possess excellent communication skills, as frequent contact is required with the public and others. The employee must possess good organizational skills and be able to work with numerous interruptions. He/she must also have knowledge of modern office equipment such as copiers, FAX, calculators, etc.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, hear, and use hands to finger, handle, or feel objects. The employee must frequently walk, reach with hands and arms, and kneel or crouch. The employee must occasionally lift and/or move up to 25 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.