

FAIRFIELD COUNTY

JOB TITLE: OFFICE ASSISTANT, FAMILY COURT
CLERK OF COURTGENERAL STATEMENT OF JOB

Under general supervision, performs a variety of accounting and clerical duties involved in the operation of the Family Court including processing child support payments and restitution, processing various legal documents, filing documents, entering information into the computer, reconciling bank statements, and handling phone calls. Reports to the Deputy Clerk/Family Court.

SPECIFIC DUTIES AND RESPONSIBILITIESESSENTIAL JOB FUNCTIONS

Receives and receipts child support payments and restitution payments; posts payments on journal and ledger cards. Balances all receipts and prepares deposits. Prints and forwards to appropriate persons. Monitors accounts for missed payments or mistakes.

Receives and, following established procedures, processes correspondence and documents related to the Family Court such as court orders, bench warrants, summonses, complaints, etc. Makes copies, files, and/or submits documents to appropriate person(s).

Establishes files for new cases.

Enters a variety of types of information into the computer including new cases, orders, bench warrants, etc.

Assists the general public and attorneys with questions, complaints, etc. and responds to requests to retrieve and make copies of records.

Maintains a complex filing system.

Reconciles bank statements with general ledger system.

Opens and sorts mail.

Performs various related duties including issuing bench warrants as ordered by the Court, preparing "Rule to Show Cause" to be sent to Sheriff's Office for service, preparing and mailing notices of hearings, notarizing papers as requested, collecting and disbursing cash bonds, etc.

Orders supplies for the Department as needed.

Receives, reviews, processes, files and/or submits a variety of documents and reports such as tax intercept statements, daily edit, daily/monthly DSS report, daily update, cleared checks report, outstanding checks report, etc.

Utilizes a variety of types of office equipment including typewriter, computer, calculator, copier, fax machine, cash register, time clock, etc.

Communicates with a variety of individuals and groups such as judges, attorneys, supervisor, co-workers, various agencies, court personnel, and the general public, etc.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma and one to three years of office/accounting experience, or any equivalent combination of education and experience which provides the required skills, knowledge, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including typewriter, calculator, copier, computer, etc. Must be physically able to exert up to ten

pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Position involves mostly sedentary work, but may involve walking, standing, reaching, stooping, climbing, etc. for brief periods of time. Must be able to lift and/or carry weights of approximately twenty pounds.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read a variety of documents and reports. Requires the ability to prepare documents and reports such as daily edit, daily DSS report, daily update, monthly DSS collections, monthly DSS status report, etc., using the proper format, punctuation, spelling and grammar. Requires the ability to communicate with co-workers, court officials, attorneys, and the general public, etc. with poise, voice control, and confidence.

Intelligence: Has the ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; compute percentages; utilize decimals; and determine time and weight.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in utilizing automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or

exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

PERFORMANCE INDICATORS

Knowledge of Job: Has good knowledge of laws, rules, regulations, policies and procedures and practices governing the operation of the Family Court as they pertain to duties of the position. Has good knowledge of grammatical rules, spelling, language usage and clerical/legal formats. Knows the correct procedure for processing various legal documents. Has good accounting knowledge and skills; is able to maintain accurate accounts and balance same. Has considerable knowledge of the care and operation of standard office equipment and machines. Is able to establish and maintain complex filing systems. Is able to communicate effectively both orally and in writing. Is able to collect, compile and assemble information in a clear and concise manner. Has the ability to deal effectively with individuals with a variety of backgrounds. Is able to keep and prepare accurate, thorough and complete legal records and documents. Is able to coordinate and work well with other court officials. Has good knowledge of the procedures and content of the Family Court office. Is able to complete duties in a timely manner. Has the ability to use commonsense understanding in performing routine tasks, and is able to use independent judgment in a variety of fairly routine situations. Is able to work under stressful conditions related to meeting deadlines, paying constant attention to details, and dealing with angry customers.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the County and to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with higher management, County Administrator, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.