

**FAIRFIELD COUNTY****JOB TITLE: ADMINISTRATIVE ASSISTANT / DEPUTY FAMILY COURT****CLERK OF COURT****GENERAL STATEMENT OF JOB**

Under general supervision, performs a variety of advanced clerical and administrative duties involved in the operation of the Family Court, requiring comprehensive knowledge of laws, regulations, and legal procedures of the court. Reports to the Clerk of Court.

**SPECIFIC DUTIES AND RESPONSIBILITIES****ESSENTIAL JOB FUNCTIONS**

Receives and/or processes correspondence and documents related to the Family Court following established procedures including court orders, bench warrants, petitions, etc. Keys into the computer a variety of types of information from legal documents. Makes copies, files, and/or submits documents to appropriate person(s).

Prepares case files for court and prepares docket sheets for cases. Clocks all pleadings. Purges cases when appropriate.

Assigning court-appointed attorneys for domestic cases as appropriate.

Schedules hearings as appropriate. Attends hearings as required.

Figures child support by the SCDSS guidelines.

Receives and posts child support payments. Prepares deposits as appropriate and submits all monies to Treasurer. Balances cash drawer daily and makes bank deposits as appropriate.

Assists the general public with recordings, questions, complaints, etc.; provides information to public, clients, attorneys, etc.; assists individuals with completing various legal forms.

Reviews and distributes computer printouts for the Court.

Prepares and processes requests and notices of wage withholdings.

Reconciles bank statements.

Opens and sorts mail appropriately.

Notarizes court papers and papers for the public.

Directs and oversees the activities of office clerical staff. Performs such supervisory duties as assigning and reviewing work of others, maintaining standards, coordinating activities, etc.

Utilizes a variety of types of office equipment including typewriter, computer, adding machine, copier, fax machine, etc.

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

### **ADDITIONAL JOB FUNCTIONS**

Performs other related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

High school diploma with vocational/technical school training in computer operations and bookkeeping and one to two years of office experience, or any equivalent combination of education and experience which provides the required skills, knowledge, and abilities. Court experience is preferred.

### **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, adding machine, 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 or standing 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 giving of information/instructions to assistants. 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 end of month reports, docket sheets, case files, general correspondence, etc., using the proper format, punctuation, spelling and grammar. Requires the ability to communicate with co-workers, court officials, attorneys, and the general public while exhibiting poise, voice control, and confidence.

**Intelligence:** Requires the ability to apply rational systems such as family court law, computer operations, bookkeeping, and public relations, in order to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**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 considerable knowledge of laws, rules, regulations, policies and procedures and practices governing the operation of the Family Court. Has extensive knowledge of grammatical rules, spelling, language usage and clerical/legal formats. Knows the correct procedure for processing various legal documents. 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. 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. Has good accounting skills; is able to perform required mathematical calculations.

**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.**

