



JOB POSTING AND POSITION DESCRIPTION

Van Buren County Courts:

We will lead and serve together with integrity, vision, and innovative thought.

POSITION: Administrative Assistant

POSTING DATE: 9/13/17

DEPARTMENT: Circuit Court

POSTING DEADLINE: 9/22/17

SALARY / GRADE RANGE: R22 Court Association

FLSA STATUS: Non-Exempt

PURPOSE: The purpose of this position is to provide administrative and clerical support to the Trial Court Administrator and the court management team. This position provides back up coverage for the Judicial Aide positions and Court Services Coordinator position as needed.

ABILITIES, KNOWLEDGE, AND SKILLS:

- Must possess excellent verbal and written communication skills.
- Must be able to operate basic office equipment such as PC, keyboard, calculator, printer, multi-line telephone, fax machine, photocopier, scanner, etc.
- Must be proficient in the use of Microsoft Office programs and must possess excellent keyboarding skills.
- Must be able to learn and use industry specific software and all other software applications used in the course of performing all job-related functions.
- Must be able to read and analyze, appraise, and organize court orders, statutes, procedures, guidelines, policies, and court rules.
- Must be able and willing to stay current with technology changes including the use of new software, hardware, and any related updates.
- Must have demonstrated ability to deal with a high volume of customers in a courteous and professional manner.
- Must communicate in a professional manner with case parties, attorneys, judges, co-workers, and others.
- Must be able to prioritize and manage the demands of the office.
- Must be able and willing to attend trainings for professional development.
- Must be able to perform job responsibilities and provide customer service in a bias-free manner.

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator / adding machine, printer and copier. Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use. Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing ten to twenty pounds. Tasks may involve extended periods of time at a keyboard or workstation.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Performs public reception / liaison duties. Screens and routes telephone calls, provides information to callers and visitors or refers to appropriate person or agency, takes and relays messages. Screens written communications and processes requests submitted to court administration.
2. Prepares and maintains court forms, Local Administrative Orders, policies, and related functions.
3. Proofs and edits written materials for accuracy and completeness.



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4. Provides backup coverage to the Court Services Coordinator position.
5. Provides backup coverage to the Judicial Assistant positions.
6. Assists with budgeting activities.
7. Attend management level meetings, prepare agendas and record minutes.
8. Responsible for bidding, purchasing, and payment of the court's office supplies and other invoices.
9. Prepares and reviews statistical reports.
10. Updates court website and social media.
11. Assists with the annual report and state of the court materials.
12. Conducts new employee orientation for all divisions of the court.
13. Prepares court-wide newsletter.
14. Coordinates social events and public relation activities.
15. Performs other administrative support / clerical duties as assigned.

QUALIFICATIONS & EXPERIENCE:

Possess an Associate's degree in a business or legal program from an accredited university, college or business school. Bachelor degree is preferred. Must have two to three years of increasingly responsible court or legal experience. Will consider any combination of experience and education.

SUPERVISION:

This position reports to the Trial Court Administrator.

OTHER REQUIREMENTS:

The individual in this position is an at-will employee and serves at the pleasure of the Chief Judge. Employment is dependent on background check, criminal history and fingerprint check, and drug screen. Applicant must complete County application form. Must be able to maintain a record of orderly, law-abiding citizenship, sobriety, and integrity. Must adhere to the Model Code of Conduct for Michigan Trial Court Employees.

Send Applications To: Van Buren County Administration Building
219 E. Paw Paw Street, Suite 303
Paw Paw, MI 49079

Applications are available from Human Resources Division
Phone: (269) 657-8254
Website: www.vbco.org/humanresources.asp

Van Buren County Government is An Equal Opportunity Employer