



JOB POSTING AND POSITION DESCRIPTION

Van Buren County Courts Vision Statement:
We will lead and deliver the highest measure of justice,
with integrity and innovative thought

POSITION: Trial Court Administrative Assistant (Full-Time 37.5 hrs/week)

POSTING DATE: 4/28/21

DEPARTMENT: Van Buren Courts

POSTING DEADLINE: 5/14/21

SALARY / GRADE RANGE: R22 Court Association (\$18.19/hr)

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. Perform public reception / liaison duties. Screen and route telephone calls, provide information to callers and visitors or refer to appropriate person or agency, take and relay messages. Screen written communication and process requests submitted to court administration.
2. Assist the Trial Court Administrator in scheduling, developing goals and objectives, internal policies, procedures, rules and regulations. Communicating with SCAO regional representatives as needed.
3. Prepare and maintain court forms, Local Administrative Orders, policies, and related functions.

4. Assist Court Management Team with time-management projects, report writing, form creation, presentation development, Zoom set up, or other projects as needed.
5. Proof and edit written material for accuracy and completeness.
6. Provide backup coverage to the Court Services Coordinator and Judicial Assistant positions.
7. Assist with budgeting activities.
8. Attend management level meetings, prepare agendas and record minutes.
9. Maintain record of security incident reports, update emergency phone lists and emergency flip charts.
10. Responsible for bidding, purchasing, and payment of the court's office supplies and other invoices.
11. Prepare and review statistical reports.
12. Update court website and social media.
13. Assist with the annual report and state of the court materials.
14. Complete fingerprinting and background checks for potential new court staff.
15. Conduct new employee orientation for all divisions of the court.
16. Create, format and distribute the quarterly court-wide newsletter.
17. Coordinate social events and public relation activities.
18. Assist with technical issues throughout the court.
19. Communication with vendors for services or supplies; pick up supplies as needed.
20. Approve/research/background check bond agency applications and maintain quarterly bond agency list.
21. Maintain electronic inventory and supply/install equipment for staff as approved by administration.
22. May be assigned to work in any court location, as needed.
23. May be required to work flexible hours which could include early mornings or evenings.
24. May be assigned to occasionally work from home, as feasible, with reliable internet and personal computer.
25. Performs other administrative support / clerical duties as assigned.

QUALIFICATIONS & EXPERIENCE:

Possess an associate degree in a business or legal program from an accredited university, college or business school. Bachelor's 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: <https://www.vanburencountymi.gov/Jobs.aspx>

Van Buren County Government is An Equal Opportunity Employer