

# **BANNOCK COUNTY** **CLASS SPECIFICATION**

## **ADMINISTRATIVE ASSISTANT-- TRIAL COURT ADMINISTRATOR**

Department: District Court  
FLSA Designation: Non-Exempt

Pay Grade: 5  
Effective Date: 10/04, 3/06, 8/09

### **Purpose of Class**

Performs secretarial and administrative support duties for the Trial Court Administrator; performs related work as required.

### **Primary Function**

This position has responsibility for Department functions of an administrative nature that require the use of independent judgment to prepare correspondence, reports and other documents or perform basic research and analysis of data and prepare a variety of correspondence, documents and reports. The work is performed under the supervision of the Trial Court Administrator. The principal duties of this class are performed in a general office environment.

### **Essential Duties and Responsibilities** (will vary by assignment)

- Exercise some judgment and discretion to resolve general, day-to-day concerns brought by the public, law enforcement, judges, court personnel and elected officials;
- Performs reception, secretarial, and administrative duties for Trial Court Administrator and Court Manager;
- Answers inquiries and provides information on District and Magistrate Court services and administration;
- Processes and accounts for District Court and Misdemeanor Probation Department expenditures by tracking receipts, payments and balances to ensure timely payments and to prevent over payments;
- Provides technical training for the Custody Case Manager to insure competency in all procedures and policies established by the Magistrate Judges for all high conflict domestic relations cases that involve children;
- Monitors Magistrate Court judge requests for leave, arranges coverage, and prepares and distributes notifications to affected parties;
- Ensures District Court judges are available to cover for emergencies and disqualifications following Court policy and procedures;
- Monitors and tracks requests for time off and ensures coverage of jobs;
- Maintains computer report of warrants and processes according to court policy and procedures;
- Performs data entry and file set-up for felony cases filed by the prosecutor;

- Researches judicial disqualifications and appeals and prepares orders;
- Locates and schedules competent court interpreters when necessary to insure that court litigants have equal access to the courts;
- Provides coverage for all positions in Court Records and Magistrate Secretaries;
- Assigns cases as disqualifications are received according to court policy and procedures and monitors disqualification trends for statistical purposes;
- Researches documents, obtains information or enters data, including the data entry and file setup of felony complaints received by the Prosecuting Attorney;
- Creates, types, proofs and disseminates memos, letters and documents of a confidential nature;
- Coordinates, schedules and provides logistical arrangement support for all meetings, trainings, conferences, etc. associated with the Trial Court Administrator's office;
- Monitors and reviews employee time sheets and forwards them to appropriate department;
- Picks up and sorts mail for court system daily;
- Attends, takes minutes and prepares necessary records for meetings;
- Sorts and processes detention paperwork according to Court policy and procedures;
- Monitors and maintains office supply levels, including reordering;
- Ensures office equipment is maintained in proper condition according to policy and procedures;
- Finds and schedules court interpreters as necessary;
- Processes fingerprint card numbers as required by court policy and procedures;
- Prepares correspondence, documents and reports;
- Prints court forms and routes to appropriate agencies as required;
- Maintains and updates records, documents, and databases;
- Performs all work duties and activities in accordance with County and Court policies, procedures, and safety practices.

#### **Other Duties and Responsibilities**

- May provide Spanish translation as needed;
- Performs other related duties as required.

#### **Competency Requirements**

Knowledge of:

- Court and related judicial system operations, services, processes, procedures, methods, terminology, and policies;
- Applicable federal, state, and local Court statutes, codes, and ethical standards;
- Customer service procedures, techniques, and objectives;
- Operation of standard and specialized office equipment;
- Operation of a multi-line telephone system;
- Operation of a personal computer and job-related software;
- Preparation and maintenance of records, files, reports, court calendars, and schedules;
- Transcription and preparation of court and legal documents, findings, orders, correspondence, and related documents;
- English grammar, spelling, punctuation, and composition;

- Basic bookkeeping, cash handling, and accounting practices and procedures;
- Current office practices and procedures.

Ability to:

- Prepare and maintain judge and court schedules and calendars;
- Maintain and prepare files, records, reports, databases, and correspondence;
- Review files, determine their content and completeness and perform follow up work as needed;
- Prepare court and legal documents, following a prescribed format to ensure accuracy and compliance with legal requirements and standards;
- Operate standard office equipment, a personal computer, and program applications appropriate to assigned duties;
- Establish and maintain effective working relationships with judges, the public, supervisory personnel, attorneys, court personnel, local elected and appointed officials, and other County employees under occasionally stressful conditions;
- Perform basic bookkeeping and accounting functions;
- Communicate effectively both orally and in writing;
- Follow oral and written instructions;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Work well under pressure and maintain a calm and professional demeanor, under stressful or adversarial conditions;
- Maintain individual and Court confidentiality;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

### **Acceptable Experience and Training**

- High school diploma or GED equivalency is required and advanced secretarial or business office training is preferred; and
- One (1) year experience as a judicial secretary, court clerk, or in a related field is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review, prepare, and organize documents and files;

- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and standard office equipment;
- Sufficient personal mobility, agility, strength, and physical reflexes, with or without reasonable accommodation, which permits the employee to sit and work at a keyboard for an extended period of time, lift up to 25 pounds, and work in an office environment.