



**Administrative Assistant
Justice of Peace #2**

Classified

LEVEL:

JOB SUMMARY

Performs a variety of specialized clerical, technical, and administration duties to assist the court in the adjudication of criminal, civil and traffic matters. The employee works under moderate supervision, performing the essential functions at an adequate level. The employee possesses a satisfactory understanding of court policies, practices, and procedures. The employee exercises some independent discretion within established parameters.

ESSENTIAL JOB FUNCTIONS

- Receives and screens visitors and telephone calls
- Processes payments, fines in person and over the phone
- Processes civil filings, ensures documentation submitted for filing is timely, complete, and in compliance with applicable laws and rules of procedure
- Processes traffic and criminal cases; completes judgment of conviction paperwork after defendants have been sentenced in court; prepares and clears warrants; creates payment plans; reschedules hearings according to situation; disperses paperwork and other resources necessary to assist with completing court orders.
- Processes notices and clearances to the Department of Motor Vehicle and complies with DMV regulations
- The essential job tasks listed are a representation of typical responsibilities and not an all-inclusive list of tasks for this position.

MINIMUM QUALIFICATIONS

- A high school diploma or GED
- A minimum of two years of experience in clerical or customer service position.
- Or an equivalent combination of education, training, and experience
- Must pass a criminal background check

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of standard office practices and procedures
- Knowledge of policies, rules and regulations related to the court
- Skill in establishing and maintaining effective working relationships with employees, other agencies, and the public.
- Ability to perform duties independently that are appropriate and consistent with the level position
- Accurate English grammar and spelling
- Business arithmetic
- Maintain accurate case and office records and files

- Strong knowledge of Windows based applications; ability to learn court-based computer system
- Techniques for dealing with the public, in person and over the phone
- Valid driver license

PHYSICAL REQUIREMENTS

- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to write reports and operate standard office equipment and personal computers.
- Sufficient clarity of speech and other communication capabilities with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on a telephone, in normal range of conversation or in a group.
- Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to bend or stoop repeatedly, sit or stand for long periods of time, lift at least 20 pounds and work in an office environment.