



State Court Administrative Coordinator State Court

SC/2 - 307

JOB SUMMARY

This position provides administrative and clerical support for the operations of the State Court.

MAJOR DUTIES

1. Coordinates and maintains court schedule for Judge; coordinates scheduling with other departments; prepares year-in-advance calendar; prepares and distributes daily calendars; schedules plea calendars, bench warrant hearings, and bond forfeiture hearings.
2. Types bench warrants/bond forfeitures when asked for the State and granted by the Judge.
3. Serves as court liaison with other departments.
4. Maintains, and administers the department budget; processes invoices; prepares annual budget requests.
5. Answers telephone and greets visitors; provides information and assistance.
6. Types orders, reports, and correspondence for the judge.
7. Escorts attorneys and other parties through courthouse security.
8. Prepares ingoing and outgoing mail; opens and disburses mail; purchases postage for department.
9. Coordinates jury supplies.
10. Coordinates jury rooms and meals.
11. Processes office payroll; processes leave requests.
12. Maintains office supply inventory; coordinates office equipment repairs.
13. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of court procedures.
2. Knowledge of modern office practices and procedures.
3. Knowledge of budget management guidelines.
4. Knowledge of State and Superior Court rules and regulations.
5. Skill in the use of computers and job-related software programs.
6. Skill in the use of modern office equipment.
7. Skill in the completion of legal research.
8. Skill in public and interpersonal relations.
9. Skill in resolving problems.
10. Skill in oral and written communication.

SUPERVISORY CONTROLS

The State Court Judge assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include Georgia Court Rules and Procedures, State Court Procedures, and county procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related clerical duties in support of the work of the State Court. Strict regulations contribute to the complexity of the position.
- The purpose of this position is to provide clerical and administrative support for State Court operations. Success in this position contributes to the efficiency and effectiveness of court operations.

CONTACTS

- Contacts are typically with attorneys, other court personnel, members of the general public, law enforcement personnel, prosecutors, defense attorneys, victim advocates, mediators, counselors, and probation officers.
- Contacts are typically to give or exchange information; resolve problems; and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, crouching or walking. The employee frequently lifts light and heavy objects.
- The work is typically performed in an office and a courtroom.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of a valid Georgia drivers' license.