



## Administrative Assistant State Court

SC/03 - 124

### JOB SUMMARY

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

### MAJOR DUTIES

1. Prepares letters and memoranda.
2. Answers telephone and greets visitors; provides information and assistance to the public; takes messages; refers to appropriate personnel; schedules appointments; documents complaints and inquiries; refers questions to the appropriate County personnel; tracks scheduled action items.
3. Schedules the use of the meeting room and sets up audio-video equipment as needed.
4. Provides support to the administrative staff; assists employees as needed.
5. Prepares correspondence and email.
6. Serves as secretary for other department meetings.
7. Maintains the digital phone database.
8. Completes special projects as assigned.
9. Reviews and distributes incoming mail; identifies items requiring immediate attention; maintains hard copy filing system.
10. Prepares draft correspondence in the form of letters, memorandum and emails.
11. Files documents.
12. Stamps, codes and processes invoices.
13. Makes copies.
14. Maintains equipment, bid and contract records.
15. Performs other related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of the principles and practices of records management.
2. Knowledge of modern office practices and procedures.
3. Knowledge of computers and job-related software programs, specifically Microsoft Word, Excel, Access, PowerPoint and Outlook.
4. Knowledge of web site and social media management.
5. Skill in public and interpersonal relations.
6. Skill in the use of fax machines, scanner, copy machine and other office equipment.
7. Skill in oral and written communication.
8. Ability and knowledge to secure, protect, maintain, and properly disseminate various pieces of confidential information including oral or written personnel, financial, medical, criminal, investigative, and operational or other sensitive information or materials.

### 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 sitting, standing, or stooping. The employee occasionally lifts light 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 the completion of specialized training in the occupational field, 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.