

**INGHAM COUNTY
JOB DESCRIPTION**

ADMINISTRATIVE SECRETARY - FAMILY COURT

General Summary :

Under the supervision of the Juvenile Court Administrator, provides a broad range of secretarial functions to the Administrator and other staff. In addition to screening calls, typing a variety of documents and maintaining filing systems, performs a variety of technical and/or administrative tasks requiring thorough knowledge of departmental policies or procedures. Maintains attendance and personnel records, drafts correspondence in response to inquiries of clients and the public, and assists with budget preparation.

Essential Functions :

1. Serves as secretary to the Juvenile Court Administrator, Court Psychologist, and other staff as assigned. Types a variety of correspondence, including documents relating to employee relations, performance evaluations, and other sensitive and confidential matters. Composes correspondence in response to a problem or routine inquiries for which standard procedure and past practice provide guidance, but a thorough knowledge of departmental procedures is required.
2. Attends and takes minutes at supervisory staff meetings, administrative meetings, judges meetings and various other meetings, includes typing and distributing minutes. Sits as a committee member on Computer Users Committee, Personnel Committee, and various other committees.
3. Responds to inquiries of visitors and telephone callers regarding departmental procedures, schedules, case information and other matters. Distributes forms for completion as necessary.
4. Maintains confidential employee personnel files and processes Personnel Action Request forms for the Court and Youth Center. Prepares leave forms, Job Requisition forms for position vacancies, and maintains personnel forms such as tax forms, insurance forms, and various other forms. Types confidential personnel matters, grievances, letters and disciplinary actions for Court Managers. Maintains and updates listing of addresses and telephone numbers of confidential employees. Responds to questions regarding various labor agreements and County policies and procedures relating to personnel matters.
5. Schedules appointments, interviews, and case-staffing and maintains schedules of office staff.
6. Processes time card payroll for the Court and Youth Center, processes holiday pay, and updates record of employee absences. Distributes paychecks and reimbursement checks. Receives, separates and distributes new time cards.

7. Serves as liaison to HR, MIS, Maintenance and other County departments, includes distributing memos from other departments on new policies and procedures, and initiating work orders to County departments for various services such as telephone programming updates or repairs and computer hardware and software updates and repairs.
8. Performs data entry for Change of Placements on Court Wards and Acceptance Notices from Family Independence Agency, and copies and distributes to appropriate individuals.
9. Sets-up and types quarterly and annual reports and various graphs and charts. May require extraction of information from files and other sources. Types evaluations and others documents for the Court Psychologist.
10. Maintains budget data and types the Family Court and child care budgets.
11. Maintains petty cash fund and prepares and sends vouchers to Financial Services to reimburse the account.
12. Maintains log of youths placed in institutions and their costs.
13. Performs a variety of other support tasks including maintaining filing systems, making copies, faxing documents, and related tasks.
14. May serve as back-up to various Family Court staff.

Other Functions :

15. None listed.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications :

Education: High school graduation or its equivalent with some advanced coursework in word processing, data processing, accounting and related areas.

Experience: Three years of experience in a secretarial capacity including experience with computer software and equipment similar to that used in the Court.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to access departmental files.

Ability to enter and retrieve information from computer.

Ability to operate copy machines, fax machines, and other office equipment.

Ability to take and transcribe shorthand.

Ability to operate a multi-line telephone.

Periods of prolonged sitting at a computer screen or in meetings.

Ability to lift and carry materials weighing up to 15 lbs.

Working Conditions:

Works in office conditions.

