

GARRETT COUNTY GOVERNMENT JOB DESCRIPTION

JOB TITLE: Administrative Assistant for Magistrate's Court/Court Reporter
DEPARTMENT: Circuit Court for Garrett County
REPORTS TO: Magistrate for the Circuit Court
FLSA STATUS: Non-exempt

SUMMARY: Administrative Assistant duties consist of providing complete legal secretarial services, office management, and court duties for the Magistrate's Court for Garrett County.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Secretary/Administrative Assistant to the Magistrate.
2. Court Reporter – Magistrate's Program.
3. Assignment Clerk for Magistrate's Program- Scheduling of civil cases involving child welfare, divorce, child custody, child support, visitation, etc.
4. Preparation of documents (Reports, Findings and Recommendations, Certifications and Orders).
5. Train and work within State Judicial Electronic Filing System (MDEC).
6. Receptionist – Screen visitors/calls to Magistrate's Office and Family Services Coordinator's office
7. Development and preparation of court orders following Child Support Bureau/Garrett County Department of Social Services hearings.
8. Aid in the preparation of budgets for reimbursement (i.e. Family Services Coordinator grant and Child Support Administration grant.)
9. Preparation of Magistrate's Program contract.
10. Monitor case reports and files on a weekly basis.
11. Maintain log of all court hearings before the Magistrate.
12. Assist Family Services Coordinator in maintaining grant requirements.
13. Manage a budget for family services and assist the Administrative Judge in identifying future fiscal needs for the family division or family services program.
14. Prepare a quarterly report on Expenditures and program statistics for the Administrative Office of the Courts
15. Serve as support staff when needed for Circuit Court and/or the Circuit Court Judge on an as needed basis.
16. Other duties may be assigned.

QUALIFICATIONS:

Legal experience and computer skills, including Microsoft Office. Strict Confidentiality dealing with court cases and court matters. Strict Confidentiality with matters relating to the Circuit Court and Magistrate's Court.

EDUCATION and/or EXPERIENCE:

- ❖ High School Diploma or GED, paralegal experience preferred
- ❖ Secretarial skills
- ❖ Computer Skills

LANGUAGE SKILLS:

Able to communicate with the public and to deal with all types of people. Good phone skills.

MATHEMATICAL SKILLS:

This position requires the ability to add, subtract, multiply, and divide.

REASONING ABILITY:

Ability to apply principles of logical thinking to a wide range of court related data, situations, and problems dealing with a wide range of different types of individuals.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Driver's License

PHYSICAL DEMANDS:

Sitting for long periods of time while court reporting.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job, including courtroom duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

Predominately an office environment