

**INGHAM COUNTY  
JOB DESCRIPTION**

**ADMINISTRATIVE ASSISTANT - CIRCUIT COURT**

**General Summary:**

Under the supervision of the Circuit Court Administrator, provides secretarial and administrative support to the Court such as typing correspondence, reports, and other documents, and maintaining records systems. Coordinates the payroll and accounts payable functions of the Court and maintains the accounting records. Assists in preparing and monitoring the budget and preparing financial reports for the Court.

**Essential Functions:**

1. Assembles and reviews past year's projected and actual budget figures, pulls other historical data, reviews log kept during budget year to identify potential charges/needs, and provides other support in preparation of the budget. Generates monthly reports, reviews projected activity, and assists the Court Administrator in monitoring the status of accounts.
2. Reviews time cards, verifies accuracy, enters data, and submits for final approval. Reviews report figures for cost projections to advise Administrator of impact of position vacancies and other actions.
3. Reviews accrued time and position lists as necessary, and generates report. Prepares Personnel Action Requests as necessary, and ensures salary step level is appropriate. Reviews contracts to respond to questions from staff and supervisors and deals with Human Resources on policy/contract issues.
4. Assists with special projects by pulling data together, getting cost estimates, collecting input from involved parties and providing other project support.
5. Processes bills, enters data, and generates reports. Reviews Circuit Court and Adult Probation board bills and contractual services for payment, enters data, and generates report for approval by Court Administrator and Board.
6. Answers incoming telephone calls for Administrative Assistant, Court Administrator, and Deputy Court Administrator, includes screening calls, providing information and responding to inquiries and complaints, requiring familiarity with court operations and procedures.
7. Receives all calls for building repair or maintenance work orders on Town Center, Mason Annex, Family Court Annex, ICJ/Pretrial Services, and Mason Courthouse. Serves as liaison to Properties Department or building landlord. Prepares and submits all work orders for all facilities.
8. Contacts appropriate parties for equipment, security and electronic repair or replacement of items for all facilities and offices.

8. Approves and prepares supply order requests for all facilities and offices for Circuit Court and Adult Probation.
9. Serves as back-up for MIS requests for service from staff.
10. Serves as Secretary to the Court Administrator and Deputy Court Administrator, includes editing and preparing correspondence on replies as necessary, maintaining calendars, and screening telephone calls.

**Other Functions:**

1. None listed.

*An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employee may be expected to perform.)*

**Employment Qualifications:**

**Education:** High school graduation with some advanced college-level course work in secretarial, business, court administration, or related areas.

**Experience:** Three years of secretarial/administrative experience in a court, law office or related setting. Prefer some bookkeeping experience.

**Other Requirements:** None listed.

*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 lift and/or move books, files, and boxes of supplies weighing up to 25 lbs.

**Working Conditions:**

Works in office conditions.