

**INGHAM COUNTY
JOB DESCRIPTION**

UNIT SECRETARY - CIRCUIT COURT/FAMILY DIVISION

General Summary:

Under the supervision of a manager in the Juvenile or Friend of the Court divisions, provides secretarial support to the manager of a program area 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 knowledge of departmental policies or procedures. Collects data and prepares drafts of reports and processes various records and transactions.

Essential Functions :

1. Utilizes word processing, data base, and handwritten materials to prepare a variety of documents including correspondence, petitions, court orders, forms, reports, and policies and procedures. Requires the collection, arrangement, and interpretation of information and may require the extraction of information from case or project files, handwritten materials, through transcription, and other sources. Proofreads and edits materials.
2. Composes correspondence in response to a problem or inquiry for which standard procedure and past practice provide guidance, but knowledge of departmental procedures is required.
3. Prepares forms and reports which may include extracting and summarizing information from several sources. May require interpreting information on legal forms, supervisor's notes, and other documents.
4. Answers inquiries of visitors and telephone callers regarding departmental procedures, schedules, case information and other matters. Distributes forms for completion as necessary. May staff a reception area on a regular part-time basis.
5. Reviews incoming correspondence and determines proper destination, may include drafting a response for supervisory signature.
6. Establishes and maintains office filing systems including maintaining cross-index reference files and periodically purging file materials. Maintains "tickler" files for specified matters.
7. Schedules and arranges hearings, appointments, and meetings and ensures that all interested parties are notified. May attend meetings to take notes and prepare minutes.

8. Maintains, indexes, files and records documents and information and assembles and compiles information to prepare reports on departmental activities. Is responsible for maintaining records of programs subject to State audit.
9. Types orders, petitions, summaries of jurist and other legal documents and may review and prepare legal files for specific types of hearings. Processes legal files after court hearings, including typing orders, sending out signed orders to interested parties, and data entry regarding that hearing.
10. Backs-up and substitutes for other secretaries, Data Coordinator, and other jobs.
11. Performs a variety of related support tasks such as faxing documents, filing court documents, making copies, preparing mailings, and related tasks.
12. Inputs, edits and deletes data from data base on a daily basis.

Other Functions:

13. 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 equivalent, prefer some advanced coursework in data/word processing, legal secretarial, and related areas.

Experience: Two years of experience in a secretarial capacity including experience with data processing systems, preferably in a legal setting.

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 court files.

Ability to lift and carry files, mail and supplies weighing up to 15 lbs.

Ability to enter and retrieve information from a computer.

Ability to operate a copy machine, fax machine, and other office equipment.

Working Conditions:

Works in office setting.

