

**INGHAM COUNTY  
JOB DESCRIPTION**

**ADMINISTRATIVE ASSISTANT - FRIEND OF THE COURT**

**General Summary :**

Under the supervision of the Friend of the Court, assists in coordinating and managing the administrative support functions of the Friend of the Court. Compiles and processes financial information and assists in monitoring and maintaining the budget. Processes accounts payable and serves as liaison with vendors. Assists in the personnel functions of the office and serves as a liaison with support staff. Coordinates purchasing for the office and performs related administrative functions.

**Essential Functions :**

1. Provides administrative support to the Friend of the Court and administrative staff. Compiles financial data for drafting the budget, assists in assessing line items that need adjustment, and otherwise assists in drafting the budget. Monitors expenditures, ensures that the proper line item is charged, requests transfers when necessary, and alerts the Friend of the Court to any budget concerns.
2. Records and reviews all revenues and expenditures. Prepares and reviews invoices for payment, includes entry of data to system, ensuring appropriate documentation and authorization, and ensuring invoices are paid from proper account. Resolves payment problems with vendors.
3. Reconciles budget monthly with both internal records and Cooperative Reimbursement Program billing, ensuring that general ledger and CRP billings are in balance.
4. Prepares departmental supply requisitions and ensures proper inventory of all forms and supplies. Works with Purchasing Department on developing specifications and purchase orders for equipment, furniture, and other items.
5. Responds to trouble calls on equipment, troubleshoots equipment problems or prepares work orders for maintenance. Serves as liaison with maintenance staff and coordinates the repair of office and telephone equipment with outside vendors. Serves as departmental contact regarding contracts, leases, and related administrative matters.
6. Serves as departmental liaison to the department of Human Resources. Maintains personnel files and processes Personnel Action Request forms for the office of the Friend of the Court. Prepares leave forms, job requisition forms, and maintains personnel forms such as tax forms and insurance forms. Completes accident and injury

reports with employees. Processes tuition requests for reimbursement and sick time donations. Maintains and processes training and workshop requests and records. Prepares staff background for service awards and retirements. Responds to questions regarding various labor agreements and County policies and procedures relating to personnel matters.

7. Reviews and processes time cards and enters data to the County payroll system, and handles all payroll matters and questions for the office.
8. Prepares and analyzes data for administrative use in areas of staff sick time use, open positions, and budget spending.
9. Coordinates the collection and maintenance of statistical records on hearings and prepares monthly and annual reports.
10. Processes outgoing courier mail, and assists in opening and sorting incoming postal mail.
11. Processes, mails, and records notices for designated hearings to interested parties.
12. Collects copy and witness fees, and prepares deposits.
13. Answers inquiries regarding departmental procedures on administrative matters.

**Other Functions :**

14. 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:** Equivalent of two years of college level coursework in accounting, data processing, general office management and related areas.

**Experience:** Two years of progressively responsible experience in an office of the Friend of the Court or other legal setting providing a familiarity with the accounting/bookkeeping and data processing systems.

**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 input and retrieve information from computer system.

Ability to generate various documents from computer system.

Ability to operate copying machine, fax machine, and other office equipment.

Ability to lift and/or move boxes of supplies and forms, or bags or boxes of mail.

**Working Conditions:**

Works in office conditions.

