

**POSITION DESCRIPTION  
COUNTY OF LAPORTE, INDIANA**

**POSITION:** Clerical Assistant/Secretary  
**DEPARTMENT:** Circuit Court Magistrates  
**WORK SCHEDULE:** 8:00 a.m. - 4:00 p.m., M-F  
**JOB CATEGORY:** COMOT IV (Computer, Office Machine Operation, Technician)

**DATE WRITTEN:** January 2022  
**DATE REVISED:**

**STATUS:** Full-time  
**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Clerical Assistant/Secretary for the LaPorte Circuit Court, responsible for providing administrative support to the Magistrates.

**DUTIES:**

Answers telephone calls directed to the Circuit Court Magistrates and their Court Reporters. Responds to inquiries, provides information and assistance and schedules all appointments and hearings for the Circuit Court Magistrates. Directs callers to appropriate individual or agency.

Upon coordinating hearing dates, creates all required hearing notices and remote hearing orders, forwards same to the appropriate Judicial Officer for signature and enters same in Odyssey or Quest.

Creates and forwards all Zoom invites necessary for the Circuit Court Magistrates and enters same on the Magistrates calendars.

In the event that any necessary party is incarcerated, will coordinate all hearings with the applicable jail or Indiana Department of Corrections facility and creates and completes any order to produce and transport orders and distribute same to the correctional facility.

In the absence of the Family Court's Court Reporter and under the direction of the Family Court Magistrate, process Orders of Protection, hearing notices, remote hearing Orders and properly submit same in Incite.

Reviews and responds to all emails directed to the Circuit Court Magistrates Court Reporters. Responds to all telephone calls and emails promptly.

Types correspondence, updates, court entries, and distributes court orders issued and entered by the Circuit Court Magistrates.

Fulfills duty as the acting Court Reporter for the Circuit Court Magistrate in the absence of Court Reporters.

Reviews the Circuit Court Odyssey Queue and forwards all filings to the appropriate judicial officer.

Creates and enters all Orders for referral to Alternative Dispute Resolution.

Completes any annual training requested by the Circuit Court Magistrates or Judge.

Performs related duties and any other duties as assigned by the Circuit Court Magistrates and/or Judge.

**I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED.

Must be at least 21 years of age.

Knowledge of standard practices and procedures of the department and legal terminology used in juvenile probation proceedings, and ability to communicate with and assist probation personnel and various government and public agencies and departments as necessary.

Working knowledge of standard office procedures and computer software applications used by the Courts, and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare legal documents/files and written reports as required.

Ability to type with speed and accuracy and properly operate standard office equipment, including computer, typewriter, calculator, copier, telephone, and fax machine.

Ability to file, post, mail materials, and maintain accurate and organized records/files.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to effectively communicate orally and in writing with co-workers, other County departments, law enforcement agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/violent persons.

Ability to organize and compile data, make determinations, and present findings in oral or written form.

Ability to understand, memorize, retain, and carry out oral or written instructions.

Ability to work alone with minimum supervision and with others in a team environment, often under time pressure, and on several tasks at the same time.

Ability to apply knowledge of people and locations and plan/layout assigned work projects.

Ability to occasionally work extended hours.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

**II. RESPONSIBILITY:**

Incumbent performs duties according to standard practices and procedures of the department with assignments and objectives set jointly by incumbent and supervisor. Incumbent must have supervisor's permission to deviate from standard operating procedures. Errors in work are primarily detected or prevented through procedural safeguards or supervisory review. Undetected errors could result in loss of time to correct error and/or inconvenience to other departments or the public.

**III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, law enforcement agencies, and the public for the purpose of exchanging information.

Incumbent reports directly to the Circuit Court Magistrates and Chief of Staff.

**IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting for long periods, keyboarding, lifting/carrying objects weighing under 25 pounds, bending, reaching, close vision, depth perception, hearing sounds/communication, speaking clearly, and handling/grasping/fingering objects. Incumbent maintains frequent contact with juvenile probationers and may be exposed to violent/hostile persons. Incumbent occasionally works extended hours.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Clerical Assistant/Secretary for the LaPorte Circuit Court describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes\_\_\_\_\_ No\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name