POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA

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

DATE WRITTEN: June 2009 **STATUS: Full-time**
DATE REVISED: January 2014 **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 Secretary/Receptionist/Assistant Bailiff for the LaPorte County Circuit Court.

DUTIES:

Answers telephone and greet office visitors for Circuit Court, which included Judge and two Magistrates. Responds to inquiries, provides information and assistance, assists in scheduling appointments for Judge and Magistrates, and/or directing callers to appropriate individual or agency.

Receives, sorts, and distributes department mail. Assists in greeting office visitors for Adult Probation Office, and otherwise qualified to assist Adult Probation Department as needed.

Types correspondence, updates dockets, makes court entries, copying and distributing of court orders entered by Judge and Magistrates; pulls jury lists and mailing of questionnaires to 600 plus individuals, quarterly; compiles jury lists for trials, as needed, and assists in jury trial procedures, and utilization of JTAC programs and procedures.

Tabulates copy fees from copier use by attorneys and other agencies, billing and collection of same, thus providing additional revenue recovery to LaPorte County.

Pulls files and assembles court calendar for A, B, C felony court call, as needed. Assists in ordering of supplies, as needed.

Performs related duties and any other duties as assigned by the Magistrate and/or the Judge.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Must be at least 18 years of age.

Working knowledge of standard office procedures and computer software applications used by

the Courts, and the ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Knowledge of legal terminology, standard legal documents and petitions, and ability to maintain and update Court files and docket sheets accordingly.

Working knowledge of standard English grammar, spelling and punctuation, and ability to maintain accurate and organized files and prepare correspondence and documents 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 effectively communicate orally and in writing with co-workers, other County departments, LaPorte Circuit Court Judge and Magistrate, Court personnel, law enforcement agencies, Community Corrections, treatment facilities, jurors, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

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

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.

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

II. RESPONSIBILITY:

Performs duties according to standard practices and procedures of the department with assignments and objectives set forth by supervisor. 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:

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

Reports directly to the LaPorte Circuit Court Judge.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Performs duties in a standard office environment and in a courtroom, involving sitting/walking at will, sitting for long periods, keyboarding, lifting/carrying objects weighing under 25 pounds, pushing/pulling objects, bending, reaching, crouching/kneeling, close vision, depth perception, hearing sounds/communication, speaking clearly, and handling/grasping/fingering objects. Maintains considerable contact with the public and may be exposed to irate/hostile individuals and/or physical violence. Occasionally works extended hours.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Secretary/Receptionist/Assistant Clerical for the LaPorte County 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