

POSITION DESCRIPTION

TITLE: MAGISTERIAL DISTRICT COURT ASSISTANT OFFICE
MANAGER

DEPARTMENT: MAGISTERIAL DISTRICT COURT

LOCATION: CLIFFORD

REPORTS TO: MAGISTERIAL DISTRICT JUDGE

SUPERVISES: NONE

POSITION STATUS: FULL TIME/UNION ELIGIBLE

PAY GRADE: 3

GENERAL: The Assistant Office Manager for the District Court is responsible for the administrative duties of the office. He / she supports the office by ensuring the office runs smoothly and efficiently. The Assistant Office Manager is responsible for maintaining all office supplies, assisting the public, maintain records, and scheduling hearings as necessary.

MINIMUM REQUIREMENTS:

- High School Graduate
- Typing / Date Entry
- Good written and verbal communication skills
- Ability to understand and abide by the requirements of confidentiality.

Knowledge, Skills, and Abilities

- Accounting: Accounts Receivable, Accounts Payable, Bank Deposit reconciliation.
- Communication: Proficient at giving clear instructions. Courteous and Professional.
- Ability to work independently to perform assigned tasks

Principal Duties and Responsibilities:

- Maintain original records in the Magisterial District Court.
- Certify and attest to original documents.
- Establish and maintain case files.
- Tracking timely payments and adjusting according to the direction of the court.
- Issue Refunds.
- Assist the public in obtaining records and making copies.
- Conduct searches to locate copy, and compile requested records.
- Preparing the daily deposit and reconciling all deposits with bank statements.
- Process all daily mail.

- Prepare weekly and monthly reports to the State and municipalities.
- Schedule hearings and prepare the Court calendar.
- Assist callers.
- Maintain all necessary forms and office supplies.
- Assist in preparing for the State Audit.
- And other office functions as required.

Certifications:

None

Special Requirements:

Within 6 months of hire, attend 3-day training on MDJ System

Disclaimer:

The above statements are intended to describe the general nature of and level of duties being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required to perform this position.

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THIS POSITION AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

Date: _____

Signature of Employee

Date: _____

Signature of Department Head

In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective employees and incumbents to discuss potential accommodations with the Employer.