

**UNIFIED JUDICIAL SYSTEM
POSITION DESCRIPTION**

CIRCUIT COURT ADMINISTRATIVE ASSISTANT

CLASS CODE: 99-21-06

POSITION PURPOSE

Provides administrative support for a Circuit Court Administrator, judges, and other court personnel assigned to a circuit court district by explaining circuit procedures, processing vouchers to pay bills, processing and updating personnel forms and records, ordering and distributing office supplies, scheduling trials and hearings, and managing a wide variety of daily duties to assist with accomplishment of administrative work of the circuit.

DISTINGUISHING FEATURE

This position is distinguished by consistent, correct, and complete work, which initiates and maintains a steady flow of daily tasks and special requests, and results in time saved and processes moving forward in a timely manner.

MAJOR RESPONSIBILITIES

Note: The duties listed are typical examples of work performed by positions in this job classification. Not all duties are included, nor is the list exclusive.

1. Processes bills from other state agencies as well as regular invoices for telephones, supplies, maintenance contracts, etc., and circuit employees' vouchers to ensure timely payments and reimbursements and compliance with fiscal procedural guidelines.
 - a. Checks documents for accuracy and ensures required documentation is attached.
 - b. Selects appropriate fiscal codes for each invoice and voucher, signs vouchers in the administrator's absence.
 - c. Enters vouchers into online accounting systems.
 - d. Maintains files and spreadsheets of vouchers and bills to track processing and provide information for budget expenditures.
 - e. Contacts vendors and employees if changes are required or for missing information; and explains procedures.
2. Schedules hearings and trials for circuit court judges, magistrate judges, and court reporters by arranging court calendars and reserving courtrooms.
 - a. Manages procedures for reassignment of judges on recusals and affidavits filed to ensure new judges are assigned and cases move forward in a timely manner.
 - i. Obtains clerks' statements and logs them into the records.
 - ii. Collects information and goes outside the circuit when conflicts make it necessary.
 - iii. Prepares assignment letters and orders, and sends them to the Presiding Judge for signature, and prepares and sends copies to assigned judges.
 - b. Searches for and schedules substitute/free-lance court reporters.
 - c. Retrieves information from the FTR when needed.
 - d. Monitors court days, judges, and counties; and revises circuit court and magistrate calendars.

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3. Orders supplies for the offices in the circuit, including office supplies, printed materials, office equipment and furniture, judicial robes, postage, etc., to make sure all have adequate supplies to operate effectively.
 - a. Works with requestors to clarify orders and get the specifics of what they need.
 - b. Identifies products by catalog numbers and orders by e-mail, telephone, or internet.
 - c. Orders printed materials and makes sure orders are correct and distributed properly.
 - d. Purchases large amounts of postage and distributes to offices as requested.
 - e. Prepares requisitions and purchase orders for equipment and furniture, and does price comparisons when needed; and maintains records of purchases.
 - f. Maintains records of circuit inventory.
4. Provides personnel assistance to circuit staff on behalf of the Circuit Court Administrator by monitoring and processing personnel forms, including retirement and insurance forms, providing new hire orientation, and explaining employment procedures.
5. Assists circuit staff by performing daily duties to support operations throughout the circuit.
 - a. Makes hotel reservations for circuit staff for travel and training.
 - b. Reserves state cars for travel.
 - c. Oversees maintenance of cars assigned to the circuit, keeps mileage records, and breaks down billings to Fleet and Travel.
 - d. Types and reviews correspondence to ensure accuracy before sending.
 - e. Takes minutes at judges', clerks', and deputy clerks' meetings.
 - f. Notifies applicants who were not hired.
 - g. Creates newsletters.
 - h. Opens and distributes mail.
 - i. Answers the telephone and routes calls.
6. Performs other work as assigned.

SUPERVISORY FUNCTIONS

This position does not have supervisory authority.

ESSENTIAL FUNCTIONS REQUIRE

Sitting for extended periods of time; operating office machines such as a computer, telephone, copier, etc.; using hands for repetitive movement, including grasping, turning, and typing; in-state travel to attend training; and attendance in accordance with rules and policies. The incumbent is also required to work effectively with coworkers and the public, maintain confidentiality, manage stress, meet deadlines, and understand and communicate (verbally and in writing) procedures and practices.

PROBLEMS AND CHALLENGES

Challenges include ensuring the accuracy of vouchers and invoices. This is difficult because of the volume of vouchers, components on each, vendors who are unaware of state requirements, missing information, fiscal codes that change from year to year, specific timelines that must be met, etc., and keeping meticulous records of all of them. Further challenged to reassign judges because of conflicts, and to schedule court reporters who are overextended.

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Problems encountered include getting errors on bills and vouchers corrected in the appropriate timeframes; acquainting requestors with a new supply system and ordering procedures; the time-consuming process of ordering supplies for the circuit; finding acceptable reservations and vehicles for circuit employees who travel; and finding specific recorded hearings upon request.

DECISION-MAKING AUTHORITY

Decisions include whether bills and vouchers are accurate, selection of appropriate funding sources and codes, and method of record-keeping and tracking for bills and vouchers; reassignment of judges in regular recusals or affidavits and knowing when to go outside the circuit; placing all routine orders for supplies and equipment; reminders to circuit employees about training and meetings and requests about their choices of hotel/motel reservations; and contacting requestors for transcripts if processes are delayed.

Decisions referred include decisions about excessive charges on bills and vouchers, and exceptions to normal processes; how to proceed when reassignment of judges is outside normal practices, e.g., if deadlines have passed for filing; approval of orders that include items of higher cost or need to be included in the budget process; those employees who have been excused from trainings and meetings and do not require reservations; and methods of reimbursement to court reporters for copies of transcripts.

CONTACT WITH OTHERS and PURPOSE

Weekly contact with UJS Fiscal Office staff to ask questions about procedures for bills and vouchers; and with UJS Human Resources staff regarding personnel, payroll, and benefits questions; routine contact with Presiding Judges, Circuit Court Administrators, other judges, and clerks regarding reassignment of judges; with court reporters to procure their services; with circuit employees, local suppliers, and contracted entities regarding orders for supplies and equipment; and with circuit employees, motels/hotels, and Fleet and Travel regarding arrangements for employees' travel; and frequent contact with clerks, local attorneys, State's Attorneys, and interested persons regarding copies of transcripts.

WORKING CONDITIONS

The incumbent works in a typical office environment.

COMPETENCIES/QUALIFICATIONS FOR APPOINTMENT

Knowledge, Skills, and Abilities:

Knowledge of:

- English, grammar, and punctuation;
- personnel procedures, practices, and forms;
- UJS procedures and practices;
- legal practices and terminology;
- accepted recordkeeping techniques;
- Microsoft Office applications, including Word, Excel, and Outlook;
- basic bookkeeping practices and terminology.

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Skill in:

- typing or keyboarding at a highly proficient level;
- time management;
- customer service.

Ability to:

- interact courteously and effectively with coworkers, supervisors, and the public;
- communicate effectively both orally and in writing;
- review and organize numbers and data;
- copy, compare, and summarize data from a variety of sources;
- organize and prioritize work;
- follow instructions.

Education:

Graduation from high school or possession of a GED certificate. Post-high school education, including secretarial, computer, and transcription training, is desirable.

Experience:

Two (2) years of clerical experience as an administrative secretary or legal secretary; or an equivalent combination of education and experience.