

**ALLEGAN COUNTY
48TH CIRCUIT COURT
FAMILY DIVISION - FOC SECTION**

JOB DESCRIPTION

JOB TITLE: Administrative Assistant

REPORTS TO: Attorney/Referee and Circuit Court Administrator

SUMMARY

Performs a variety of secretarial and administrative support functions, such as screening telephone calls and visitors, coordinating assigned court programs, services and projects, transcribing and composing correspondence for a variety of matters, case management of interstate domestic relations cases, preparing petitions for orders, drafting orders, and locating statutory cites.

PRINCIPAL DUTIES AND RESPONSIBILITIES

*(An * denotes duties or responsibilities judged to be "essential job functions" in terms of the Americans With Disabilities Act or ADA)*

Coordinates the SMILE program and psychological evaluation referrals. Schedules clients for SMILE program sessions and psychological evaluations, verifies attendance, maintains attendance records and coordinates the processing of billings for services to clients.

Composes correspondence in response to requests for information about programs and services, policies and procedures and to request information.*

Prepares and processes all interstate petitions and enforcement requests initiated by the local FOC or other jurisdictions.*

Prepares petitions for parenting time, support, lien and other domestic relations matters. Drafts orders following court and referee hearings as directed.*

Prepares stipulated orders, distributes orders to parties, obtains appropriate signatures if parties do not object to orders and distributes orders.*

Screens telephone calls and visitors, routes calls to proper persons, explains and interprets policy and procedural information, transcribes correspondence and establishes and maintains administrative files and records.*

Administrative Assistant (continued)

Explains and answers questions from clients, attorneys, individuals from other jurisdictions, and others about court orders, account history and status, FOC policies and procedures, case status, procedural options and related matters.*

Researches statutes for specific cites, as directed. Makes copies, provides cite notations and may provide written summaries of findings.

Serves as CSES site coordinator for system conversion matters, implementation of new system releases and to troubleshoot system problems.*

Assists in other areas of the office and court as required.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

QUALIFICATIONS

Education: High school graduation or equivalent and additional secretarial and/or legal secretarial coursework.

Experience: Two years of progressively more responsible secretarial experience, preferably in a Friend of the Court office or closely related setting.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted of sufficient to perform the duties of the job.

CERTIFICATION OR LICENSURE

None.

Date Approved: 5/10/00

Revised:

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