

**ALLEGAN COUNTY
57TH DISTRICT COURT**

JOB DESCRIPTION

JOB TITLE: Administrative Secretary
REPORTS TO: District Court Administrator

SUMMARY

Provides administrative secretarial support services, such as composing and preparing letters and memos, establishing office files and records, screening telephone calls and visitors, and assisting with a variety of administrative matters. Performs a variety of clerical and bookkeeping tasks involved in reconciling receipts and accounts, depositing receipts, preparing financial transmittals, processing bonds and restitution, and other related tasks.

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

Performs secretarial services, such as typing letters, memos and other documents, composing correspondence in response to routine inquiries and to request information, establishing and maintaining office records and files, opening and routing mail, and scheduling appointments.*

Receives and screens telephone calls and visitors. Provides basic case and procedural information and directs people to the proper person or court location.*

Prepares required reports for the SCAO and other agencies, judicial assignment forms, letters regarding certifications of conviction. Maintains escheat records and prepares escheat reports.*

Maintains bond, trust and depository accounts. Makes daily deposits into court accounts, reconciles accounts, prepares transmittals for funds received and maintains related financial records. *

Maintains records of bond accounts and processes bond refunds and forfeitures.*

Administrative Secretary (continued)

Operates a computer terminal to enter, update, correct and access case information, and to produce computer generated forms.*

Prepares reports, spreadsheets and documents using various computer software programs.*

Maintains restitution records and issues checks for payment of restitution in accordance with court orders.*

Prepares payroll and account payable vouchers, and updates court budget ledgers.*

Issues initial notice of insufficient fund checks to payors, schedules show cause hearings and issues show cause notices. Maintains insufficient fund check records.*

Prepares juror notices and correspondence, courtroom forms, on-call schedules, and updates juror related computer records.*

Trains clerical staff in proper payment receipting and receipting procedures, and assists with receipting related problems.*

Provides secretarial support services to the judges and other court staff, and assists in other areas of the court as required.*

May utilize video recording equipment to record court proceedings. Requests speakers to appear at the microphone, clarify inaudible statements, and spell technical or unfamiliar terms.*

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 with additional bookkeeping and/or accounting coursework.

Experience: One to two years of accounting or bookkeeping experience, preferably in a district court or closely related setting.

Administrative Secretary (continued)

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

CERTIFICATION OR LICENSURE

Certification as a Certified Electronic Operator (CEO) by the Michigan Supreme Court.

Date Approved: 5/5/00

Revised:

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