

PROOF OF EDUCATION REQUIRED UPON APPLICATION
VACANT POSITION

DEPARTMENT: GRIFFIN JUDICIAL CIRCUIT
APPLY ONLINE TO FAYETTE COUNTY HUMAN RESOURCES OFFICE AT
www.fayettecountyga.gov

JOB TITLE: ADMINISTRATIVE ASSISTANT I -JUVENILE COURT

SALARY: Pay Grade 10; Hiring Rate \$24,755.06

WORK SCHEDULE: MONDAY-FRIDAY 8:00am-5:00pm; Occasional overtime required.

This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS:

High School Diploma (or GED equivalent) required with three to five years of general clerical experience required; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for the position.

PHYSICAL REQUIREMENTS:

Must be physically able to operate a variety of office equipment, including typewriter, telephone, copy machine, facsimile machine, computer terminal, Dictaphone, calculator, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally and/or up to ten pounds frequently. Physical demand requirements are at levels of those for sedentary work. Must be able to lift and/or carry weights of twenty to forty pounds.

GENERAL JOB DESCRIPTION:

Responsible for performing administrative support duties, which include typing, operating a computer, coordinating calendars and schedules for the Juvenile Court Judge, completing various reports and documents, and answering and directing telephone calls. This position may also be responsible for assisting the general public with questions and inquiries. Reports directly to the Juvenile Court Judge.

ESSENTIAL JOB FUNCTIONS:

Performs receptionist duties for the Presiding Juvenile Court Judge, including answering telephone calls, recording messages accurately, greeting visitors, and directing visitors and telephone calls to the appropriate personnel. Interacts and communicates effectively with client's attorneys, public defenders, district attorneys, officials from various state and county agencies, law enforcement personnel or other individuals.

Meets or communicates with the Presiding Juvenile Court Judge and associate judges to prepare and/or modify calendars for hearing dates within the four county Griffin Judicial Circuit. Communicates with the judges and county agencies to schedule dates and times for emergency hearings.

Types various documents, court orders and correspondence as required by the Presiding Juvenile Court Judge.

Retrieves and sorts written correspondence to the juvenile court judges and prepares responses as required by the Presiding Juvenile Court Judge.

Performs a variety of confidential, technical, and general clerical and administrative tasks for the Presiding Juvenile Court Judge, including confirming meetings, speaking engagements and training sessions for the presiding Juvenile Court Judge and associate judges. Prepares and files documents monthly to report mileage and travel expenses of the Presiding Juvenile Court Judge.

Inventories office supplies and requisitions or obtains supplies and equipment as needed.

Performs tasks on the Juvenile Courts Automated Tracking System (JCATS) database. Assists clerical and administrative staff within the Griffin Judicial Circuit by entering data into JCATS to create case file information used to generate petitions, summons and process prior court histories of juveniles as directed by the Presiding Juvenile Court Judge. Uses information from the case files to assist in producing juvenile court calendars. Researches JCATS for case file information as directed by the Presiding Juvenile Court Judge.

Travels to juvenile court within the Griffin Circuit as required providing additional clerical or administrative support when clerical staff is absent.