

11. Maintains case calendar and docket book with hearing and trial dates, meetings and deadlines. (EE)
12. Prepares dockets and updates court phone recording on a daily basis. (EE)
13. Communicates with opposing counsel and prepares responses to complaints and discovery requests. (EE)
14. Organizes and prepares discovery for defense attorneys. (EE)
15. Updates and maintains a billing record for discovery. (EE)
16. Performs secretarial work; including answering a multi-line phone system, making phone calls, note taking, mail sorting, filing, copying and data entry into multiple computer programs. (EE)
17. Addresses in-person inquiries from the public, various law enforcement agencies as well as the court system. (EE)
18. Cross trains for a multitude of court functions. (EE)
19. Rotates lunch hour to ensure office coverage. (EE)
20. Generates Criminal History Worksheets. (EE)
21. Coordinates with local, State, and Federal agencies. (EE)

OTHER DUTIES OF POSITION

REQUIREMENTS FOR POSITION

- The applicant must have a High School Diploma/GED, although a college degree is preferred.
- Basic knowledge of the criminal justice system.
- Knowledge and ability to perform secretarial work.
- Ability to follow written and oral instructions.
- Excellent verbal and written communication skills.
- Self-motivated
- Detail orientated
- Ability organize and prioritize work to meet deadlines
- Ability to work as a team member as well as independently
- Establish and maintain appropriate, professional relationships with coworkers and outside agencies.
- Ability to interact with the public in a pleasant, tactful, and courteous manner.
- Experience using a computer, the internet and general office skills are required.
- The applicant must possess a valid driver's license and have access to a vehicle.

SPECIAL QUALIFICATIONS

- Bilingual (English/Spanish) is preferred

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability and adjust focus.

TOOLS AND EQUIPMENT USED

Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, fax machine and postage machine.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions. The noise level in the work environment is moderately quiet.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature/Date