

## **JUVENILE RECORDS AND FINANCIAL OPERATIONS SUPERVISOR - CIRCUIT COURT**

GENERAL STATEMENT OF DUTIES: Plans and supervises clerical activities in the juvenile records division; trains clerical staff; works under the supervision of the court administrator; performs related duties as required. Duties also include supervision of staff assigned to accounts payable, accounts receivable and reimbursement office for the Circuit Court.

### STATEMENT OF TASKS:

Supervises assigned personnel, establishes work schedules, distributes work, keeps time and leave records and evaluates the performance of employees including recommendations for discipline;

Plans, establishes and maintains office methods and procedures;

Interviews applicants and makes employment recommendations;

Trains new employees;

Ensures that mail is handled appropriately and correspondence is answered;

Serves the public as necessary and assists staff with difficult problems and situations;

Assists in the preparation of budgets;

Ensures that inventory is maintained;

Compiles statistical reports as required;

Answers correspondence pertaining to legal forms used in family division;

Notarizes various legal documents;

Utilize computers and a variety of software programs to perform functions of the job.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of office management practices;

Knowledge of family division and accepted financial court policies and procedures;

Knowledge of computer applications, including financial and accounting programs;

Knowledge of legal terminology;

Ability to supervise and motivate employees;

Ability to plan and develop new office procedures;

Ability to establish and maintain good working relationships;

Ability to attend work regularly and work under stressful conditions.

Supervisor-Juvenile Records and Financial Operations/Circuit Court

MINIMUM QUALIFICATIONS:

Bachelor's degree in accounting or business administration with twenty-one (21) semester hours in accounting and two (2) years of accounting experience;

OR

Twenty-one (21) semester hours of college level accounting courses and four (4) years of accounting experience

AND

A minimum of one (1) year of experience in a court or other legal setting related to records management and one (1) year of clerical supervision experience.

  
Human Resources

Established: June 4, 2012