

FRIEND OF THE COURT FINANCIAL ASSISTANT

GENERAL STATEMENT OF DUTIES: Under the direction of the Friend of the Court, is responsible for administering the Office of the Friend of the Court, to ensure the optimum implementation and administration of Circuit Court orders related to custody, parenting time, and support. Oversees the clerical and financial divisions of the office by monitoring the budget, implementing data processing procedures, providing in-service training and recommending procedural changes.

STATEMENTS OF TASKS:

Supervises subordinate staff, including supervisors and clerical staff;
Assists with the financial and clerical administration of the office of the Friend of the Court;
Participates in decisions to hire, discipline, discharge, and promote employees;
Monitors customer satisfaction by making recommendations, implementing projects, and monitoring project effectiveness to improve communication with the public regarding their cases;
In consultation with the Friend of the Court, prepares and monitors the Friend of the Court budget.
Assists in developing and recommending appropriation and staffing levels, Submits the budget to the Friend of the Court;
Coordinates large scale projects affecting the Friend of the Court;
Designs and implements new and existing data processing procedures with the assistance of professional staff. Assesses problem areas, current manual procedures, and determines the cost of implementation of computerized systems;
Performs special assignments as requested, including researching and preparing reports and projects, developing and implementing programs, and presenting information to Court management, elected officials, and others;
Coordinates orientation and training sessions for staff with regard to financial services, computerized services, and standard Friend of the Court operating procedures;
Participates in public speaking engagements to explain the role of the Friend of the Court, domestic relations law and to promote good public relations.
Recommends policy and procedure changes as needed.

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 the class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of Friend of the Court financial procedures and the IV-D Program;
Thorough understanding of the working of local agencies and programs, including the Circuit Court, Department of Health and Human Services, and the Prosecuting Attorney's Office;
Thorough knowledge of computer applications regarding financial matters;
Considerable ability to understand and read court orders;

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES CONTINUED:

Considerable ability to initiate, plan, develop, coordinate, and implement the various financial programs of the Friend of the Court;

Considerable ability to cope with difficult and/or emergency situations requiring immediate decisions in accordance with Friend of the Court policies.

Considerable ability to exercise mature judgment and initiative in analyzing problems and recommending solutions;

Considerable ability to maintain positive interpersonal relationships in high stress environments;

Considerable ability to supervise effectively, including fostering cooperative working relationships among staff of many different levels.

MINIMUM QUALIFICATIONS

Possess a Bachelor's Degree in Business Administration, Finance, Public Administration, or a related field from an accredited college or university **AND** Have at least five (5) years of experience in court management, social services, accounting, child support, human resources, or related work.

-OR-

Possess a Master's Degree in Business Administration, Finance, Public Administration, or related field from an accredited college or university **AND** Have at least three (3) years of experience in court management, social services, accounting, child support human resources, or related work.



Human Resources Director

Established: September 11, 1992
Revised: September 16, 2016