

OFFICE MANAGER-FAMILY COURT

GENERAL STATEMENT OF DUTIES: Plans and supervises clerical activities in Family Court; trains clerical staff; works under the supervision of the Court Administrator; performs related duties as required.

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 Court;

Notarizes various legal documents;

Utilizes computers to perform the various 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 Court policies and procedures;

Knowledge of computer applications as they relate to Family Court;

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.

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MINIMUM QUALIFICATIONS:

Sixty (60) college credits and two (2) years of experience in Family or Probate Court;
OR

Four (4) years of experience in Family or Probate Court;
OR

Five (5) years of experience in a legal clerical setting, one (1) year of which must be in a supervisory capacity.

Established: 1968

Revised:



Personnel Director