

## OFFICE MANAGER-FINANCIAL DIVISION

GENERAL STATEMENT OF DUTIES: Plans and supervises clerical activities in the Family Division of the Circuit Court; trains clerical staff; works under the supervision of the Family Division Supervisor; 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 reimbursements and collections are 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;

Compiles statistical reports as required;

Liaison to various county and other governmental agencies on financial matters;

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 Financial Division policies and procedures;

Knowledge of computer applications as they relate to the Financial Division;

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 work with a variety of court personnel, including court administrator and judges;

Ability to attend work regularly and work under stressful conditions.

### MINIMUM QUALIFICATIONS:

Sixty (60) college credits and two (2) years of experience in a court financial division or a comparable setting –OR- Four (4) years of experience in a court financial division or comparable setting –OR- Five (5) years of experience in a legal clerical setting, one (1) year of which must be in a supervisory capacity.

Established: March 7, 2008

  
Human Resources Director