

## PROBATE COURT JUDICIAL SECRETARY

GENERAL STATEMENT OF DUTIES: Performs highly responsible tape recording and transcription tasks; assists the Probate Judge with the business of the Court; exercises considerable judgment in establishing or adapting work procedures to new situations; performs varied legal secretarial and minor administrative services; works for the Probate Judge under the supervision of the Probate Court Administrator or designee; performs related duties as required.

### STATEMENT OF TASKS:

Records and transcribes proceedings of the Probate Court and presents completed papers for review of a Referee and/or Judge;  
Prepares replies to correspondence from notes or on own initiative;  
Screens visitors, personally answering those inquiries which in the employee's judgment do not require the Judge's attention;  
Performs secretarial work for a Probate Judge in connection with Court matters;  
Reviews case files prior to hearing and notes deficiencies for the Judge;  
Prepares daily Court calendar;  
Records dispositions from juvenile matters for entry into the computer.

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:

Thorough knowledge of office terminology, procedure, equipment, and English;  
Some knowledge of Court procedures and probate and/or juvenile matters;  
Ability to record and transcribe court hearings at a high rate of speed;  
Ability to maintain clerical records;  
Ability to maintain good interpersonal relationships;  
Ability to make decisions in accordance with laws, regulations, and established procedures;  
Ability to operate computer, caseload management systems, and word processing equipment;  
Ability to attend work regularly and work under stressful conditions.

### MINIMUM QUALIFICATIONS:

Three (3) years of legal secretarial experience and;  
Must be a certified electronic recorder or become certified within two years of employment.  
Establisher: 1973  
Revised: November 1, 1988  
Revised: March 28, 2011

  
Human Resources Director