

Monroe County Secretary

Department: Friend of the Court

Wage Grade: Rye - 6

FLSA Status: Non-Exempt

Affiliation: UAW

General Summary:

Provides a variety of secretarial and clerical support functions to professional and supervisory staff such as screening telephone calls, scheduling appointments and establishing and maintaining filing systems. Typically serves as the primary clerical support person for a department or a large functional area of a department or provides secretarial services related to complex functional areas. Regularly types from straight copy or dictation a variety of materials including correspondence, forms, reports, and records. Operates a personal computer or computer terminal for word processing, data verification, and data entry. Performs related support tasks.

Essential Functions: *(An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily).*

- Sets up and types correspondence, forms, training materials, contracts and reports. Types physician's and therapists notes, psychological reports, progress notes, operational procedures and manuals, and other materials. May require the extraction of information from case or project files and other sources.
- Composes, or prepares from oral or written instructions, correspondence on routine matters according to established procedures. Creates forms to meet the unique needs of the department.
- Proofreads typewritten correspondence and other documents for inaccuracies in spelling, punctuation, grammar and format.
- Answers inquiries of visitors and telephone callers regarding departmental procedures, schedules, case information and other matters. Distributes forms for completion as necessary.
- Establishes and maintains office filing systems including maintaining cross-index reference files and periodically purging file materials. Maintains "tickler" files for specified transactions.
- Schedules appointments, interviews and hearings and maintains schedules of other staff. Receives referrals and ensures appointments are scheduled as appropriate. Enters appointments of automated calendar system.

- May perform specialized secretarial services in the Prosecutor's office, includes opening criminal, juvenile and civil files, entering case information to computer, and filing all documentation, preparing and processing legal documents including complaints, warrants, and petitions, preparing and issuing subpoenas, providing information on pending charges, penalties, charge codes and other issues, and providing general secretarial support. May assist in the victim witness unit by keeping victims informed of case status, providing assistance to crime victims, explaining the court process, and helping meet the statutory requirements.
- Schedules and arranges meetings of various boards and committees. Serves as secretary for meetings, takes notes and prepares minutes.
- Processes departmental billings and maintains monthly balances on accounts. Prepares departmental payroll records which may include seasonal or part-time employees with varying hours.
- Assists in the organizing of special events and projects, includes mailing promotional materials, following-up on responses, assisting with meeting registration and providing other support.
- Maintains records on clients, residents, and others and regularly updates records based on case activity. Develops and maintains other forms of data bases. May serves as liaison with other agencies regarding various records runs labels for mailings. Maintains inventory of supplies, forms, bulletins and other materials.
- Compiles information and prepares reports on departmental activities.
- Operates a computer terminal to search and verify data. Codes information from source documents and enters to system. Maintains program area data base.
- May collect and receipt monies for fees, publications related departmental products and services.
- Performs a variety of other support tasks to include maintaining and updating manuals, making travel and lodging arrangements, organizing and distributing mailings and related tasks.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications:

Education: High school graduation or equivalent with advanced coursework in word processing, writing skills, and related areas.

Experience: One year of experience in a secretarial capacity. May require experience and training in various computer software and equipment. Experience in legal, medical or other specific field may be required depending on assignment.

Other Requirements:

Knowledge of:

- Administrative and clerical procedures and systems such as word processing, use of computer software (MS Word/MS Excel) managing files and records, and other office procedures and terminology.
- Principles and processes for providing customer services and evaluating customer needs.
- The structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.

Skill in:

- Using logic and reasoning to identify the solutions, conclusion or approaches to problems.
- Using technology appropriate to the position held.
- Using sound, independent judgment within established policy and procedural guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.

Ability to:

- Listen to and understand information and ideas presented through spoken words and sentences, as well as communicate information and ideas in a way others will understand.
- Work well under pressure, prioritizing critical needs to routine ones.
- Arrange things or actions in a certain order or pattern according to a specific rule or set of rules.
- Apply general rules to specific problems to produce answers that make sense.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job may require the ability to perform any of the essential functions contained in this description. These may include, but are not limited to, the following requirements. Specific requirements for a job will be identified at the time of employment. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to access departmental files.
- Ability to enter and retrieve information from computer.
- Hearing and speech sufficient to communicate in person or over the telephone.
- Vision to read printed materials as well as a computer screen.

Working Conditions:

Works in office conditions.

Depending on assignment, job may include: Exposure to individuals charged and/or convicted of a variety of criminal offenses and exposure to angry or emotionally upset individuals.