

**POSITION: IV-D Court Administrator**

**DEPARTMENT: Circuit Court**

This position serves as IV-D Court Administrator for the Circuit Court, responsible for performing bookkeeping and clerical duties and assisting jurors and the public.

**DUTIES:**

- Performs various clerical duties, including processing pleadings, inputting entries on court docket of court filing for all IV-D files, maintaining and organizing files, drafting documents such as orders, notices, and correspondence, maintaining and organizing jury supplies inventory, archiving and maintaining court records and log notes, inputting and distributing entries on court docket, filing, assisting in jury maintenance duties, sending jury questionnaires, inputting jury information, pulling files for IV-D hearings, compiling and submitting RJO records to Clerk, shredding, and copying. Processes filings from election file system. Types record orders as required.
- Drafts notices and orders for all IV-D cases.
- Prepares and processes orders from judges and case pleadings.
- Maintains accurate records of active and disposed cases, including filing case notes and exhibits, completing status entries and summaries, and distributing to appropriate department.
- Periodically oversees and assists jurors, including providing information, documenting mileage and employment information, and arranging jury room.
- Incumbent reports directly to the Circuit Court Judge.
- Performs various Bailiff and Court Reporter duties as required
- Performs related duties as assigned

**JOB REQUIREMENTS:**

- High school diploma or GED required with previous secretarial experience preferred.
- Working knowledge of standard office and court policies and procedures and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.
- Knowledge of basic bookkeeping principles and ability maintain accurate records, compile and classify data, and prepare related reports as required.
- Ability to properly operate a variety of standard office equipment, including computer, calculator, transcriber/Dictaphone.
- Ability to effectively communicate orally and in writing with co-workers, other County departments, attorneys, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
- Ability to provide public access to, or maintain confidentiality of, department information and records according to state requirements.
- Ability to occasionally work extended hours and evenings.