

POSITION VACANCY

**APPLICATIONS WILL BE ACCEPTED FROM IN-HOUSE APPLICANTS ONLY
BEGINNING MAY 5, 2023 AND ACCEPTED UNTIL MAY 12, 2023.**

**APPLICATIONS FROM THE GENERAL PUBLIC WILL BE ACCEPTED BEGINNING
MAY 13, 2023 THROUGH MAY 26, 2023 OR THE POSITION IS FILLED.**

JOB TITLE: Legal Assistant/Scheduling Clerk, #10926

Date Posted: May 5, 2023
Department: Circuit Court
Hours: Full-time, 35.5 hrs./week
Salary: \$39,338.26/Annually

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Wayne County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would cause an undue hardship.

Incumbent serves as Legal Assistant, Scheduling Clerk, assistant Court Reporter, and assistant Bailiff for Circuit Court responsible for meeting and greeting the public, answering the phones, performing clerical duties and general office functions, scheduling hearing dates, and for serving as Court Reporter or Bailiff as the need arises.

DUTIES:

Prints daily minute listings and posts information as directed for Court use.

Answers phones, directing to appropriate individual or taking messages as needed. Appropriately answers questions from the public and from litigants, regarding court hearings and case information. Professionally explains situations when information cannot be disclosed in confidential cases.

Promptly and accurately files correspondence into pending case files, such as motions, orders, and attorney information.

Promptly and accurately processes information from pre-trial worksheets and other documents, including the scheduling of new hearings and trials, while monitoring each case for accuracy of litigant and attorney information, including, but not limited to name and address.

Promptly and accurately prepares or assists in preparing and processing various court entries and court orders and distribution of the same, as needed.

Accurately determines where litigants, their attorneys and the general public should go, and gives proper directions, when individuals need to interact with other courts or government departments and agencies.

Accurately enters data in the Case Management System (currently Odyssey), regarding date, time, and type of upcoming hearing(s).

Schedules hearing dates for Court, including special judge cases, clearing such dates with attorneys and Court calendar(s). Such scheduling may be electronic calendar, written calendar, or both. Coordinates calendars and attorneys to schedule out-of-county cases when Judge of Circuit Court has been appointed Special Judge.

Prepares and distributes Court calendar as directed.

Verifies accuracy of hearing dates before paperwork is forwarded to Clerk's office.

Closes and re-docket cases as needed.

Compiles data each time a new case is filed as directed by the Court. Posts hearing dates as directed. Pulls appropriate data sources(s) to compile and prepare monthly and quarterly statistics reports for new filings, re-docketed, transferred, venued, and/or disposed cases, or as otherwise needed by the State or directed by the Court.

Receives and processes invoices for Court Services, in conjunction and in coordination with staff from other courts under the Court Services budget, for office supplies, library books, copier maintenance, postage, and other budget related items, and prepares claim forms for Court approval and submission to Auditor's office.

As directed by the Court, prepares, or assists in preparing payroll claims for Court employees as directed by the Court, including gross pay, pay period dates, days worked, and vacation/sick/personal days taken, and submits to Auditor's office.

Computes and prepares budget request forms for the Court.

Assist with the flow of paperwork between the Court and Clerk's Office.

Reviews and monitors estates and guardianship documents for the Court as directed.

Performs duties of other court staff in their absence or as assigned, including Court Reporter and/or Bailiff duties for the Court.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Working knowledge of Standard English grammar, spelling, and pronunciation and the ability to speak clearly with poise.

Working knowledge of standard office and court policies/procedures and related terminology, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Ability to meet all hiring requirements, including passage of any keyboard, typing, and/or computer proficiency test and criminal reference or background check, and passing a drug test if requested.

Ability to operate standard office equipment, including computers, typewriter, fax machine, copier, and multi-line telephone.

Ability to provide public access to, or maintain confidentiality of, court information and records, according to state requirements and court employee ethical rules.

Ability to comply with all employer and court policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, personal conduct, and court employee ethical rules.

Ability to communicate effectively and professionally, orally and in writing, with co-workers, other government agencies and departments, other courts, and the general public, including being sensitive to court employee ethical rules, gender and cultural diversities, and disabilities.

Ability to work alone, with minimal supervision, and to work with others in a team environment.

Ability to comply with all Court Employee personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to provide public access to or maintain confidentiality of Court information/records according to state requirements and/or requirements of the Court.

Ability to operate standard office equipment, including computer, court recording equipment, audio and or video equipment, typewriter, calculator, fax machine, copier, and telephone.

Ability to compare or observe similarities and differences between data, people, or things.

Ability to compile, collate, or classify data and take action based on data analysis.

Ability to file, post, and mail materials.

Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to apply knowledge of people and locations.

Ability to calculate, compute, and perform arithmetic operations, such as figuring and developing

Ability to plan, and layout assigned work projects.

Ability to prepare detailed reports, such as but not limited to arrest reports, financial statements, and crime statistics.

Ability to perform the duties otherwise assigned professionally and accurately to the Bailiff and the Court Reporter for Circuit Court, often with little or no advanced notice.

Ability to work extended hours with little or no advanced notice.

II. RESPONSIBILITY:

Incumbent performs standard and recurring duties with priorities determined by supervisor and the service needs of the public. Decisions are always determined in accordance with specific instructions or specific policies and procedures. Work priorities are determined by the Court and customary routine. Errors in work are primarily prevented and detected through self-review and prior instructions from supervisor, and secondarily through notification from co-workers, other departments, agencies, or the public. Undetected errors could result in loss of liberty and property rights, as well as work delays for other departments or agencies, and inconvenience to other agencies or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent professionally and accurately maintains communication with co-workers, other government agencies and departments, other courts, attorney's offices, legal assistants, judges, and the public, for the purpose of giving and receiving information, while adhering to court employee ethical rules, including rules of confidentiality when applicable.

Incumbent reports directly to the Judge of Circuit Court.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting and walking at will, sitting for long periods, lifting/carrying/pushing/pulling objects weighing less than 25 pounds, bending, crouching/kneeling, reaching, keyboarding, close vision, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent may work with or be exposed to violent/irate individuals. Incumbent occasionally works extended hours (early and late) with little or no advanced notice.

**APPLY AT: Human Resources Office
Wayne County Government
401 East Main Street
Richmond, IN 47374**

ONLINE: <https://www.co.wayne.in.us/web/jobs/index.php>

Wayne County is an Equal Opportunity Employer