

Administrative Assistant I – Drug Court

Distinguishing Characteristics of Work

This is responsible work performing a variety of administrative and fiscal related duties assisting the Drug Court Manager and Drug Court case management staff in managing the daily operations and support functions of Drug Court case management. The Administrative Assistant I arranges meetings, prepare materials for and participates in training sessions, compiles, reviews, analyzes, and prepares drafts of memorandum and correspondence data for statistical reports, assists in the preparation of other reports for the Drug Court Manager. Creates and maintains automated office systems, provides information to court-related personnel and the public. Monitors office or program expenditures and supplies. Working relationships are established with judges, and staff of state and local government, community organizations, vendors, and the public. In addition, assist the State Court System Personnel Department as needed. The Administrative Assistant I assists Case Managers with data entry and docket preparation, as well as, other responsibilities as requested by the Drug Court Manager. Work is performed under general supervision.

Education and Training Guidelines

Graduation from high school and three years of clerical experience. Successfully completed studies at an accredited four year college or university, or two year college or vocational school may substitute for the recommended experience on a year for year basis.

Experience working in the legal field is preferred, especially with regard to drug court or criminal cases.

Knowledge, Skills, and Abilities

Knowledge of and ability to use correct English grammar, spelling, and punctuation. Knowledge of and ability to perform basic mathematical operations and simple statistics. Ability to plan and prepare reports, correspondence, and charts in a variety of formats. Knowledge of word processing applications and computer programs such as MS Word and spreadsheets. Ability to organize work, establish priorities, and meets deadlines. Ability to organize and/or automate office procedures and maintain an effective filing system. Ability to manage multiple assignments including long and short range projects. Ability to communicate effectively. Ability to deal tactfully with the public. Ability to use independent judgment and discretion concerning confidential information. Timeliness and attendance are essential functions of the job.