

ADMINISTRATIVE ASSISTANT I

Court Mediation and Arbitration Program

Distinguishing Characteristics of Work

Under the direction and supervision of the Teen Court Manager, this position involves general office management duties for the program manager and clerical duties to assist Teen Court Case Managers. Administrative Assistant I is involved in direct contact with program participants and their parents by letter, phone, and in person, and assists with the assignment of cases within the unit and with setting appointments for program participants.

This position also includes assisting with evening Teen Court hearings and will require a deviation from the regularly assigned work hours on those days when there is an evening court assignment.

The Administrative Assistant I performs related duties for the effective operations of Teen Court as assigned by the program manager.

Specific Duties and Responsibilities

Answers Teen Court phones and provides information to families referred to Teen Court;

Contacts program participants by phone and letter;

Prepares written materials for volunteers for each Teen Court hearing;

Enters client information in the database system;

Researches the database for recidivism and for generating reports;

Prepares purchase order requests for the program manager;

Prepares invoices for payments to program contractors;

Assists case managers in collection of restitution;

Conducts research and assists with special projects for Teen Court;

Assists with the organization and recruitment of Teen Court Volunteers;

Performs related duties as directed.

Timeliness and attendance are essential functions of this position.

ADMINISTRATIVE ASSISTANT I

Education and Training Guidelines

Graduation from a standard high school and three years of office 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.

The Broward County Court Administrator is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Broward County Court Administrator will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Effective: April 23, 2015