

Notice Position Opening

DEPARTMENT: Barry County Trial Court Civil/Criminal Division

TITLE: Swift and Sure Sanction Pilot Program Administrative Assistant

SEND RESUME TO: Robert F. Nida, Trial Court Administrator
206 W. Court Street Ste. 302
Hastings, MI 49058

Applications accepted through 5:00 pm January 9, 2012

Barry County is an Equal Opportunity Employer. We hire only U.S. Citizens and lawfully authorized alien workers and comply with the American's with Disabilities Act.

BARRY COUNTY TRIAL COURT

JOB DESCRIPTION

JOB TITLE: Administrative Assistant
REPORTS TO: Swift and Sure Sanction Program Director

SUMMARY

Performs a variety of complex clerical tasks involved in processing Swift and Sure Sanction Program cases. Activities include setting-up and maintaining case files and records, processing legal documents, scheduling hearings, providing case and procedural information to court patrons, law enforcement officers, attorneys, and defendants, preparing and distributing orders, and performing other related clerical tasks.

PRINCIPAL DUTIES AND RESPONSIBILITIES

*(An * denotes duties or responsibilities judged to be "essential job functions" in terms of the Americans With Disabilities Act or ADA)*

Collects data from Michigan Department of Corrections, Barry County Probation Office and inputs it into the Swift and Sure Sanction Program statistical Analysis program. Provides required reports to comply with and supplement Swift and Sure Sanction Program grant requirements.

Possesses knowledge of computer data input/output software including statistical analysis, data financial reporting, and creation of databases, spreadsheets, and forms.

Liaisons with other state and county agencies as well as support and contract agencies.

Prepares the agenda for the Swift and Sure Sanction Program Steering Committee meetings. Be available to answer financial/data related questions.

Takes information from and gives information to corrections clients which is vital to basic rule enforcement. Follows up with written warnings or prepares follow-up Court order. Assist in composing annual grant application with the Program Director. This includes, gathering data, reviewing program needs, and formatting that data for presentation.

Type forms, documents, and correspondence as needed. Process vouchers and bills received through vendors for payment. Maintains inventory, orders office supplies and has responsibility for general office functions. Is available to answer the telephone, pass/process information and greet visitors.

Possess the ability to analyze financial reports received from Barry County, translate data and report to the state/federal government in a format that is usable to grant provider.

Review Circuit Court payment records and notice felony offenders when in noncompliance with payment requirements. Prepares and mails warning letters, show cause orders and provides this information to the person(s) who present the information to the Court. Follow up with the posting of court information, processing Bench Warrants, Income Withholding Orders and other Court documents.

Assist the Program Director with compiling data, financial information, and any other matter associated with grant activity.

Take opposite sex urine drops when appropriate staff is not available.

The above statements are intended to describe the general nature of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

QUALIFICATIONS

Education: High School Graduate or equivalent. Advanced courses in computer data entry and analysis preferred but not required.

Experience: One year office experience.

Other Knowledge, Skills and Abilities: Ability to type at least 60 words per minute. Knowledge of computer programs as indicated and the ability to compile, format and report data. Knowledge of office organization and structure

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be sufficient to perform the duties of the job

CERTIFICATION AND LICENSURE

None

Date Approved:

Revised: