

16th Judicial Circuit
Job Description

Job Title: Clerical Assistant
Department: Pretrial Services
Reports To: Pretrial Services Director

SUMMARY:

This is a mid-level clerical position with the Pretrial Services program. The individual holding this position has the primary responsibility of providing clerical assistance to the program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duties include opening and closing client files and routing to appropriate staff. Answering and transferring telephone calls. Typing and entering information into computer for correspondence, bills, statements, receipts and other documentation. Maintaining client payments. Running NCIC/FCIC criminal histories and clerk computer information checks when requested.

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATIONS:

To perform this job successfully, the successful applicant must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma and related experience and/or training.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to perform common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete

variables in standardized situations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.