

26TH JUDICIAL DISTRICT

Job Description

Job Title: SECRETARY
Department: DOMESTIC RELATIONS
Reports To: Domestic Relations Director
FLSA: non-exempt
PREPARED DATE: September 2018

SUMMARY: Provides clerical support to DRO staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES includes the following. Other duties may be assigned.

1. Answers telephone calls and directs the call to the appropriate employee.
2. Sorts and distributes to employees, daily batch from Bureau of Child Support Enforcement.
3. Certifies and mails paternity documents to Vital Statistics.
4. Responds to inquiries, in person and on telephone regarding Domestic Relations Programs.
5. Updates client addresses and demographics on the computer.
6. Enters notes on computer for Conference Officers.
7. Assists clients with filing complaints and modifications.
8. Schedules appointments for clients to file a complaint or modification.
9. Processes Department of Human Services referral forms.
10. Retrieves and distributes files to Conference Officers for upcoming support proceedings.
11. Photocopies all necessary material from clients and Attorneys, prior to their support conference and distributes to the Conference Officers and Attorneys.
12. Prepares all outgoing mail.
13. Runs all outgoing mail thru postage machine.

14. Delivers, picks up, opens and scans all mail.
15. Types court orders for Special Master Hearings.
16. Receives lump sum purge payments and court costs at the counter.
17. Takes monies to bank for depositing.
18. Orders office supplies.
19. Replenishes copiers and printers with paper.
20. Collects recycling each week.

EDUCATION and EXPERIENCE:

High School Diploma or G.E.D. with computer experience.

LANGUAGE SKILLS:

Ability to read and comprehend instructions, correspondence and memos.

Ability to effectively present information and respond to questions from clients, Attorneys, fellow employees and the general public.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

REASONING SKILLS:

Ability to apply common sense understanding to carry out instructions.

PHYSICAL DEMANDS:

Ability to sit for periods throughout the workday, with intermittent periods of standing/walking and occasional bending, twisting and reaching.

Ability to lift/carry objects with a maximum weight of 10 pounds.

Ability to pay close attention to details and concentrate on work.

WORK ENVIRONMENT:

Work frequently involves interaction with emotional and hostile individuals.