

JOB DESCRIPTION

TITLE:	OFFICE ASSISTANT COURT SERVICES
JOB SUMMARY:	Perform a wide variety of related legal support services to the Court.
JOB DUTIES:	File legal documents. Obtain information from State Juvenile and Corrections System (JCS). Work with the Court clerks microfilming and shredding documents. Prepare and microfilm documents. Scan documents. Pull files for Court. Update files. May perform other related tasks as assigned.
TRAINING, EDUCATION EXPERIENCE:	Familiarity and general understanding of legal terminology, courtroom procedures, and the law. Computer skills of great benefit. Basic Microsoft Word skills. Ability to index and knowledge of filing process. Knowledge of general office practices and procedures. Knowledge of basic office equipment. Attendance at a half-day Cultural Diversity Training required.
PERSONAL TRAITS:	Good organizational skills. Ability to work independently. Good communication skills.
REQUIREMENTS:	Must be 18 years of age. Attending legal related educational program or have worked previously in the legal field, preferred. Must be mature, dependable, and suitably dressed for the courtroom. Must be able to maintain strict confidentiality and a professional relationship with staff. Ability to work well with a variety of people. Ability to understand and execute oral and written instructions. Must submit to a background check.
JOB RELATIONSHIPS:	Supervised by the Court Services Manager. Responsible to the Volunteer Services Manager.
TIME COMMITMENT:	A minimum of once a week for three months. during regular office hours (Monday-Friday 8:00 a.m. to 5:00 p.m.).