



DAWSON COUNTY GOVERNMENT
25 Justice Way, Suite 2233
Dawsonville, GA 30534
(706) 344-3501

JUDICIAL ASSISTANT, SENIOR
DAWSON COUNTY JUVENILE COURT
Full-Time/Hourly/Non-Exempt

JOB SUMMARY

Performs advanced level of legal secretarial and administrative work to assist Juvenile Court.

ESSENTIAL DUTIES

- Assists in the management of calendars.
- Establishes and maintains administrative case files and maintains statistics for the office.
- Serves as liaison between the Judges and attorneys, litigants, law enforcement agencies, probation officers, DJJ, other courts, juvenile court stakeholders and the general public.
- Performs administrative duties for the Judges: schedules court reporters, arranges conference calls, prepares amended Court Orders, schedules courtroom use, opens and sorts mail, orders materials, and submits reimbursements.
- Assists in the preparation of the yearly budget
- Performs secretarial duties: types correspondence, memoranda, and legal documents; transcribes recorded conversations and dictated correspondence; files pleadings with the Clerk's office;
- Schedules meetings and conferences; attends meetings to record minutes; transcribes minutes.
- Provides information regarding Juvenile Court procedures and practices to law enforcement personnel, attorneys, and the general public.
- Maintains various logs, statistical reports, and lists as required.
- Prepares various Orders as requested.
- Performs other related duties as assigned.
- Applies for grants to assist with juvenile court programming.
- Supervises/manages the CHINS panel.
- Engages with juvenile court stakeholders for the development of additional programming.

KNOWLEDGE / SKILLS / ABILITY

KNOWLEDGE OF:

- Georgia law, particularly Juvenile Law.
- Legal terminology and associated documents.
- Department and county rules and regulations.
- Court procedures and practices.
- Modern office practices and procedures.

SKILLED IN:

- Operating office equipment such as computer, typewriter, copier, transcriber, facsimile machine, and calculator.
- Typing and transcription.
- Performing basic mathematical calculations.
- Interpersonal relations.
- Oral and written communication.

ABILITY TO:

- Use judgement in routine and non-routine situations.
- Plan, organize, and/or prioritize daily assignments and work activities.
- Type 50-55 w.p.m.

COMPLEXITY

The work consists of related administrative and secretarial duties.

CONTACTS

Contacts are typically with co-workers, other county employees, lawyers, judges, and the general public. Contacts are typically to give or exchange information, resolve problems, and provide services.

ADA MINIMUM REQUIREMENTS

Scope of Performance: The purpose of this position is to provide administrative and secretarial support to the Juvenile Court Judges.

Physical Ability: The work is typically performed while sitting at a desk or table.

Environmental Factors: The work is typically performed in an office setting.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possess a valid Georgia driver license and maintain a satisfactory Motor Vehicle Record (MVR).

- Applicant must be able to pass a background check and drug screening.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above job description and understand the requirements.

Signature: _____

Date: _____

Witness: _____