

FULL-TIME COURT ADMIN ASSISTANT – FOURTH JUDICIAL CIRCUIT

GENERAL SUMMARY

Provides legal administrative support to the daily operation of assigned section/division. Performs a wide variety of clerical duties. Interacts with employees and vendors when answering questions, obtaining/distribution information or coordinating department programs/projects.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Provides administrative support to the daily operation of assigned department. Performs a wide variety of clerical and word processing duties such as heavy telephone and over the counter interaction with external and internal parties, processing paperwork and entering data into various case management databases. Responsible for all duties requested by the attorney in which assigned.
2. Responds to requests for information from supervisory staff, employees, or general public. Answers questions related to the department's activities, programs, policies, and procedures. Conducts follow-up research to retrieve answers and supporting information.
3. Participates in special projects as assigned.
4. Serves as backup for various staff positions in their absence.
5. Performs other duties as required.
6. Adheres to assigned work schedule as outlined in the attendance policies and procedures; ensures all behaviors comply with the personnel rules and regulations.
7. Responsible for preparing discovery, serving subpoenas, and the scheduling of court cases.
8. Assists in trial preparation, including witness preparation and exhibiting lists. Serves as liaison with interview experts, medical personnel, and law enforcement officers.
9. Attends all court appearances and General Sessions court terms as requested by the attorney in which assigned.

QUALIFICATIONS:

An equivalent combination of education and experience sufficient to perform the essential duties of the position may qualify. A typical way to obtain the minimum requirements would be: Paralegal Certification or an Associates degree from an accredited college with major course work in Business Management, Public Administration, Business Administration or related field and three years of clerical and administrative experience. The starting salary for this position will be dependent upon the qualifications and experience of the successful applicant. This position will remain open until filled by a qualified candidate. Applicants may email a cover letter and resume to info@solicitor4.com.

***The information provided in this job description is designed to provide the general nature and level of work performed within the job classification. The job description is not designed to contain or be interpreted as a comprehensive list of all work duties, responsibilities and qualifications required of team members assigned to this job. This job description may be updated, modified and/or revised or eliminated by the Solicitor or designee, at his sole discretion, from time to time as it deems necessary to meet the needs of the Fourth Circuit. The Fourth Circuit Solicitor's Office is an equal opportunity employer, committed to providing a culturally diverse workplace for qualified candidates.*