

SUPREME COURT CLERK'S OFFICE

Job Description

RECEPTIONIST/SECRETARY

DEFINITION

Performs secretarial/accounting/reception duties for the Supreme Court Clerk's Office.

DISTINGUISHING CHARACTERISTICS

Under the direction of the Office Manager, performs routine duties with minimal direction. Independent judgment and discretion are involved in direct contact with the public. Requires a basic understanding of the appellate review process.

TYPICAL WORK

Answers all incoming phone calls, greets visitors/customers, and provides information. Preponderance of questions will require use of court's case management to explain case status. Questions beyond expertise are referred to the appropriate subject matter expert.

Receives filings via direct delivery, facsimile and/or e-mail, and appropriately disseminates information.

Performs typing, generally of overflow nature, usually without responsibility for meeting deadlines.

Prepares and distributes the Temple of Justice phone list. Maintains records of law clerks.

Takes requests for copies of records from the general public, attorney general's office and attorneys, orders records from Records Center as needed, prepares draft billing for billing on the requests, and contacts customer for pickup or mails documents requested.

KNOWLEDGE AND ABILITIES

Knowledge of: techniques of business correspondence, accounting and report writing; English grammar, spelling, and punctuation; office practices including filing, indexing, and cross-reference methods; commonly used office equipment; word processing.

Ability to: exercise good judgment and poise in dealing with the public; perform clerical work; type accurately; effectively communicate both orally and in writing; organize and prioritize work requirements.

**SUPREME COURT CLERK'S OFFICE
SECRETARY/RECEPTIONIST (Cont'd.)**

MINIMUM QUALIFICATIONS

Associate of arts degree in legal secretarial science **AND** two years secretarial/clerical experience. Appellate or superior court experience preferred.

OR

Graduation from high school **AND** five years secretarial/clerical experience, two years of which must be in a legal environment. Appellate or superior court experience preferred.

Computer and word processing skills required.

Range: 36

Revised 6/01; 8/04, 10/2015

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