

NOTICE OF OPEN POSITION

The Circuit Court of Madison County (Divisions 1-6) is seeking qualified applicants for the position listed below. If interested, please send letter of interest and resume to Jim Hunter, Court Administrator, 16 East 9th Street, Suite 417, Anderson, IN 46016. ***Resumes must be submitted by 4:00 pm, Thursday, December 29th, 2016 to ensure consideration.***

POSITION DESCRIPTION

POSITION: Title IV-D Administrative Clerk – 3rd Floor Reception Desk

Department: Madison County Circuit Court ***Hourly Wage: \$14.00 per hour***

WORK SCHEDULE: 8:00 a.m. – 4:00 p.m.

JOB CATEGORY: COMOT (Clerical, Office Machine Operation, Technician)

DATE ESTABLISHED: Dec 2016 STATUS: Full-time FLSA STATUS: Non-Exempt

To perform this position successfully, a person must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals suffering with disabilities to perform the essential functions. The successful applicant for this job will have experience with Court documents, Title IV-D, and Courtroom protocol and procedure.

Incumbent serves as Administrative Clerk and Receptionist for the Circuit Court, Divisions 4 and 5 and Title IV-D Prosecutor's Office, with primary responsibility for politely receiving public inquires and contacts in those offices. Also performs numerous tasks related to facilitating the proper functioning of the Circuit Court, and must successfully interact with existing court staff and employees of other offices.

DUTIES:

Answers multi-line telephone for the Circuit Court, Divisions 4 and 5 and Title IV-D Prosecutor's Office, and purveys relevant information to callers and/or visitors as allowed by judiciary and/or State Child Support Guidelines. (Note: ability to multi-task is critical)

Receives visitors at the Reception desk adjacent the elevators on the 3rd floor. Answers inquiries from the public on specific matter relating to both criminal and civil proceedings (gives directions, assists in identifying needed paperwork for filing, provide relevant information for filling out paperwork, etc.). Supports Circuit Courts 4 and 5 and IV-D Prosecutor's office in processing court documents, making IV-D service entries, and provides assistance as needed to facilitate hearings and court function.

Prepares and ensures timely mailing Court and IV-D notices, correspondence, and related documents.

Assists in the maintenance of the Court and Title IV-D open calendar, aiding attorneys, the public and other personnel with information regarding hearing dates and times.

Also performs related duties as assigned by the presiding Judges or Court Administration.

Madison County is an Equal Opportunity Workplace.