

CITY OF SALEM
SR. COURT OPERATION SPECIALIST
flex classification

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NATURE OF WORK

This is clerical work processing complex court transactions and/or providing secretarial support for the Municipal Judge. It may involve providing work direction to others.

Work involves either:

- 1) Secretarial duties of some variety and complexity; skilled word processing of correspondence; receptionist responsibilities or phone services; scheduling of juries, meetings or court dates and the distribution of information, agendas, etc.; management of special projects of a limited and routine nature on behalf of the Municipal Judge; the maintenance of a variety of files and records and other related office services and procedures of some complexity.

- 2) Complex clerical duties such as processing court transactions, including the interpretation of a variety of procedures, incident, or court decision. Processing documents may involve reviewing a document for completion or gathering information from other sources to complete the needed information; reviewing them for appropriateness and accuracy; entering the information into a computer; reviewing entries for accuracy, completeness and appropriateness; resolving any problems that prohibit the processing to the document or incident. These duties involve independent decision-making within established policies and procedures including identifying and recommending modifications to those procedures as necessary. Transactions are processed independently with minimal review by supervisors. The work may also require balancing financial information.

- 3) A combination of the duties listed in 1 or 2 above requiring initiative to perform responsibilities with minimal supervision after an initial training period.

Considerable public contact may be involved. Employees of this class are expected to employ skill and judgment during these contacts within established policies and procedures. Employees may be privy to information of a confidential nature involving financial, personnel, legal, law enforcement or development issues. Employees assigned to this classification may provide work direction to others, training, resolution of routine office problems. This classification does not involve full supervisory responsibilities and is not privy to collective bargaining issues as an on-going responsibility of the job.

The work differs from the Staff Assistant I by the absence of a wide variety of secretarial support to division or section managers involving greater independence and decision-making in providing a broad range of secretarial and clerical services and the absence of specific knowledges related to court operations. This classification is distinguished from the Court Operation Specialist by the greater level of authority in processing transactions, resolving problems associated with the transactions and/or the greater secretarial services provided to City supervisors or professionals. This classification differs from the Office Supervisor I by the absence of on-going full supervisory responsibilities and privy to information associated

with collective bargaining issues.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the essential duties listed and many positions will involve essential duties which are not listed.)

Performs a range of advanced and complex clerical duties including detailed, accurate, and rapid data entry; composition of correspondence; maintenance of court records; performs mathematical computations including percentages; maintains a variety of financial records; creates information or procedures to increase efficiencies within scope of assignment. Performs public contact duties of a varied nature including receiving payments, providing information, making referrals to correct sources, explaining various policies and procedures, etc. Work often involves a thorough knowledge of a technical transaction processes in which decisions are independently made concerning the most appropriate method to process an incident or transaction to completion.

Compiles workload data and other public reports, performs necessary investigations in developing the information; makes computations on materials assembled; maintains department transaction records. Enters technical information into computer systems.

Checks others work; locates or corrects errors and suggests ways to avoid repetition of mistakes; advises on revised procedures and unusual matters; assists in the training of new employees.

Composes routine correspondence for administrator's signature; assists in preparation of forms and clerical procedures; relays instructions; organizes and maintains files and accounts.

Notifies attorneys, jurors, etc. of time, location and topics as well as other participants via telephone or written notice; attends court, records rulings and action taken. Maintains current mailing lists for future use.

Performs other related work as required.

WORK QUALIFICATIONS

Experience of a progressively responsible clerical or secretarial nature (court related work experience is desirable); graduation from high school including or supplemented by courses in commercial subjects or secretarial science; or any equivalent combination of experience and training which provides the following knowledges, skills, and abilities:

Considerable knowledge of business English, spelling, punctuation, and arithmetic.

Considerable knowledge of modern office practices and procedures and contemporary office equipment.

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Considerable knowledge of municipal court procedures or the ability to acquire within a six month period after appointment.

Considerable skill in the use of the keyboard, computer, calculator, and other related modern office equipment.

Considerable skill in operating computer software systems such as word processing and spreadsheets. Transcribing methods as required in selected positions.

Skill in the taking of oral dictation and transcribing it as required in selected positions.

Considerable ability to make complex arithmetical computations and tabulations with speed and accuracy.

Considerable ability to maintain complex clerical records and to prepare reports.

Considerable ability to use independent judgment in making decisions; plan and organize work for accomplishment and work effectively during changing priorities and interruptions.

Considerable ability to perform duties with initiative and judgment and to use resourcefulness and tact in public contacts.

Ability to establish and maintain good relations with other employees and the public.

Ability to learn assigned secretarial and clerical tasks readily and to adhere to prescribed routines.

Ability to perform work effectively during changing priorities and interruptions.

Some positions may require possession of a valid Oregon driver's license or Class C driver's license and the ability to meet City driving standards or alternate means of gathering information from other locations or participate in meetings at other locations.

Work is performed within an office environment with large volumes of transactions to process, heavy phone and foot traffic and constant interruptions. Work may involve evenings or early morning hours as necessary.

Personnel Director

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