Essential Job Duties

Employee Name: _____
Job Title: **Administrative Assistant**
Secretary I ☐ **Secretary II** ☐
District/County: _____
Department: _____
Position Number: _____

The Americans with Disabilities Act of 1990 prohibits discrimination of a qualified individual with a disability who, with or without a reasonable accommodation, can perform the duties determined by the employer as necessary for an employee to perform.

Instructions: Using the position description as a guide, review all duties assigned to the position. Ask the three questions below about each duty the position description shows should be performed by the position. If the answer to any of the questions is 'yes,' the duty is essential, and the space next to the duty should be marked. Please note not all the listed duties are for any one particular position.

1. Will removing the duty change or jeopardize an office or program?
2. Is the duty integral to the nature of the work performed?
3. Will the nature of the position change if the duty is not performed?

Supervision/Lead Worker Duties

___Evaluating employees
___Managing employee leave
___Providing guidance and information to staff
___Supervising necessary cross-training
___Distributing workload evenly among employees
___Recruiting and hiring
___Managing timesheets
___Completing, submitting and maintaining other personnel and payroll documentation
___Ensuring staff coverage on a daily basis
___Serving as a coach or mentor to other employees
___Assisting coworkers
___Coordinating office management efforts with the chain of command
_____
_____

Court Duties

___Setting trials and hearings
___Preparing files
___Informing jury clerk of jury trial schedules
___Communicating with jurors
___Setting and removing cases from trial calendar
___Preparing statistics
___Completing statistical tracking in a timely manner
___Handling caseflow management measures in a timely manner
___Following state and local court policies and procedures
___Working in other offices as assigned
___Finding and correcting errors
___Serving as bailiff
___Transcribing notes, correspondence, and testimony accurately with recording technology
___Maintaining order and cleanliness of court
___Administering oaths or affirmations
___Notifying attorneys of case scheduling
___Setting appointments and hearings for the district judges
___Checking and preparing case files for the next day
___Filing all judges trial docket notes
___Typing judge's correspondence, memorandum opinions and decisions
_____
_____

Fiscal and Budget Duties

___Purchasing
___Completing required reporting forms
___Vouchering
___Invoicing
___Assisting in the preparation of court budgets
___Assisting with preparation of office budget and expense records
_____
_____

Office Duties

___Copying, sorting and filing documents
___Reviewing files and/or documents for accuracy and completeness
___Maintaining records
___Stamping and preparing incoming and outgoing mail (pickup and delivery)
___Screening visitors and callers
___Answering phones in a professional and courteous manner
___Maintaining appointment calendar
___Taking and transcribing dictation accurately
___Operating office equipment: computers software programs, copiers, phones, recording equipment, etc.
___Composing letters and documents
___Maintaining office supplies
___Inventorying property
___Maintaining various records of office activities
_____
_____

Public Relations Duties

___Working with public in routine and difficult situations
___Serving as information resource to public, court, staff, and OJA
___Providing courteous service to coworkers and public
___Communicating with court staff and outside contacts
_____
_____

I have reviewed the duties for this position and I have designated the duties which are essential.

_____ Supervisor Signature Date

_____ Appointing Authority Date

(Rev. 02/03)