

Job Announcement – Open January 16, 2020 – closed when filled.

51st Circuit Court Administrator/ADR Clerk/Judicial Administrative Assistant

35 hours per week - Monday through Friday 8 am to 4 pm.

Job Responsibilities:

Seeking an extremely organized and professional individual to manage a busy court office. Duties regarding court administration include maintaining dockets/hearings and keeping calendars for meetings and court-related appointments, prioritizing and revising as needed on a daily basis. Responsible for entering data on court case management systems (JIS), generating and distributing court-related notices/paperwork, processing incoming mail and maintaining records. Must submit quarterly and other required reports associated with the court docket.

This individual works closely with attorneys, in pro per litigants, prosecutors, probation officers, judicial staff, and law enforcement agencies regarding civil, criminal and family division cases. Regularly interacts with the public regarding activities of the court. Assists the judge with maintaining and controlling the business of the court. Provides secretarial and support functions for the court.

Duties of ADR clerk include assisting litigants with scheduling alternative dispute resolution, case evaluation or facilitation. Maintains attorney lists for case evaluation and coordinates regular case-evaluation scheduling.

Applicants must have high school diploma or equivalent. Associate's degree in criminal justice, public administration, business or closely related area or prior experience with court systems preferred.

Must have proficiency in Microsoft Outlook, Word and Excel.

Starting salary:

Hourly range of \$16.13 to \$19.56, based upon prior experience, plus ADR supplement of \$4,476.98 annually.

How to Apply:

Submit a cover letter and résumé via email to Court Administrator Denise Meissner at dmeissner@masoncounty.net. Emailed documents must be in Word or PDF format. Specify "Judicial Assistant" in the cover letter and email subject line.

Applications will be accepted until position is filled. Anticipated start date February 24, 2020.