

## **CLERICAL ASSISTANT**

Department: Register in Probate Office

Reports to: Register in Probate

### **Purpose of Position:**

The purpose of this position is to provide clerical assistance for the Richland County Register in Probate.

### **Essential Duties and Responsibilities:**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Processes incoming and outgoing mail
- Performs a variety of fiscal tasks including: Receive and receipt cash and checks for variety of fees and charges.
- Performs reception duties including answering telephone, relaying messages, greeting visitors, answering routine questions and provides information and assistance at counter to visitors.
- Assigns case numbers to new cases for juvenile, probate, guardianship, mental and adoptions. Sets up and assembles new case folders. Enters information in case management computer program to open new cases.
- Files documents in appropriate places.
- Assembles daily case files for court that day or when needed.
- Types letters.
- Conducts record searches on request for genealogy.
- Clerks in court and takes minutes when necessary.
- Operates copier, computer, fax machine and other office machines.
- Does related work as required.
- Inspects, records and/or questions annual guardianship accounting records and prepares for mailing.

- Updates bench books and jury instruction binders for Judge when updated by state.
- Keep office open, as much as possible, with alternating lunch hours and when Register in Probate is absent for meetings, seminars, vacation, sick leave and court hearings.
- Any and all other work-related duties as assigned.

### **Minimum Training and Experience Required to Perform Essential Job Functions:**

High School diploma with three years office clerical experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities. Computer skills such as Microsoft Word helpful. Typing and computer skills required.

### **Physical and Mental Abilities Required to Perform Essential Job Functions:**

#### **Language Ability and Interpersonal Communication**

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to criteria/standards. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute and tabulate data.
- Ability to advise and interpret on how to apply policies, procedure and standards to specific situations. Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.
- Ability to utilize advisory data and information such as financial statements, technical operating manuals, procedures, guidelines, non-routine correspondence and laws.
- Ability to communicate effectively with co-workers, court reporters, law enforcement, social services, probation and parole personnel, the general public, child support personnel, attorneys, judges, other clerks and registers.

#### **Mathematical Ability**

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions and decimals.

#### **Judgment and Situational Reasoning Ability**

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity with repetitive or short cycle operations covered by set procedures or sequences.
- Ability to use functional reasoning developments in the performance of semi-routine functions involving standardized work with some choice of action. Ability to work under highly stressful situation and criminal thinking individuals.

**Physical Requirements**

- Ability to exert light physical effort in sedentary to light work, involving lifting, carrying, pushing and pulling. Ability to handle, finger and feel objects.
- Ability to operate computer keyboard, telephone, calculator, photocopier, fax machine, etc.
- Ability to recognize and identify colors, forms, sounds associated with objects, materials and ingredients.

**Environmental Adaptability**

- Ability, in regard to environmental factors, such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under generally safe and comfortable conditions.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.