

**POSITION DESCRIPTION  
COUNTY OF STEUBEN, INDIANA**

**POSITION:** IV-D Clerk/Secretary  
**DEPARTMENT:** Prosecuting Attorney  
**WORK SCHEDULE:** As Scheduled  
**JOB CATEGORY:** COMOT (Clerical, Office Machine Operation, Technician)

**DATE WRITTEN:** October 2000

**STATUS:** Part-time

**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual 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 with disabilities to perform the essential functions.

**Incumbent serves as IV-D Clerk/Secretary for Prosecuting Attorney, responsible for performing a variety of clerical and reception duties, and assisting the public.**

**DUTIES:**

Answers telephone and greet office visitors, providing assistance and information, taking messages, scheduling appointments and/or transferring/directing to appropriate individual.

Enters court dates on calendar and types correspondence as assigned.

Assists in preparing eligible tax intercepts cases for annual submission to IRS.

Files court actions with courts. Prepares court actions correspondence with clients and absent parents.

Filing documents into existing files. Pulls files for court.

Daily computer entries, corrections, adding/retrieving information from computer.

Opens daily mail and pull appropriate files for caseworker; takes outgoing mail to postage machine and mailing mail.

Orders supplies for office.

Periodically attends court regarding specific cases.

Performs related duties as assigned.

**I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED.

Working knowledge of standard office policies and practices and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to type with speed and accuracy and properly operate a variety of standard office equipment, including computer, printer, telephone, typewriter, copier, and tape recorder.

Ability to effectively communicate orally and in writing with co-workers, Prosecutor's and Clerk's offices, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to understand and follow oral and written instructions and work with others in a team environment.

**II. RESPONSIBILITY:**

Incumbent performs a variety of standard and recurring duties with priorities determined by supervisor. Work is reviewed upon completion of specific duties for adherence to instructions/ guidelines. Errors in incumbent's work are usually detected and prevented through review of work by co-workers. Undetected errors may result in loss of time to correct error.

**III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers and Clerk's offices, and the public for the purpose of exchanging information.

Incumbent reports directly to IV-0 Administrator.

**IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, at a service counter, and periodically in a courtroom, which may involve sitting/ standing for long periods and lifting/ carrying objects weighing under 25 pounds.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

**The job description for the position of Secretary /Receptionist for Superior Court describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.**

**Is there anything that would keep you from meeting the job duties and requirements as outlined?    Yes \_\_\_ No \_\_\_**

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date