

Hanover County Government
Circuit Court
Administrative Assistant (CD)
Salary: \$32,291.00 - \$43,597.00 Annually

If you are someone who excels in a fast-paced environment? Do you have a keen eye for detail? Are you hoping to work with a dedicated and professional staff? If this sounds like you, come join our team as the Administrative Assistant for the Circuit Court.

General Description: This is a paraprofessional position. The incumbent performs administrative support tasks and manages projects.

Organization: The Administrative Assistant position is part of Hanover County's Career Development Program (CD). The Administrative Assistant Ladder has four (4) levels ranging from Administrative Assistant I to Senior Administrative Assistant. Incumbents normally report to a Department Head or Manager and supervise no staff. However, Senior Administrative Assistants may serve as workflow leaders to lower level Administrative Assistants.

Essential Functions:

- Reports to and completes tasks as assigned by the Judicial Operations Coordinator for Hanover Circuit Court
- Prepares correspondence, dockets and other essential paperwork.
- Establishes and maintains computer and paper files and records.
- Performs necessary office support activities as directed.
- Provides superior customer service to callers and visitors to the Department.
- Prepares reports as needed.
- Maintains calendars and schedules.
- Performs related work as assigned.

Working Conditions:

- A. Hazards
 - None Known
- B. Environment
 - Office
- C. Physical Effort
 - Minimal
- D. Non-exempt

Knowledge, Skills and Abilities: Computer Skills, required. Ability to type 45 Words Per Minute, minimum. Knowledge of office procedures. Must be able to communicate effectively both orally and in writing. Ability to maintain records, organize, use the telephone, listen, understand and follow directions. Ability to learn the policies and procedures of and the services provided by the agency to which assigned. Ability to establish and maintain effective working relationships with County officials, employees and the general public.

Education, Experience and Training: High school diploma or equivalent required with previous legal administrative experience and training preferred – **OR** – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities acceptable. Higher levels on the Career Ladder require additional education and experience up to an Associate Degree.

Special Conditions:

- Criminal Records Check, including fingerprinting
- Pre-employment typing test
- CPS (Child Protective Services) Check – DSS, CSB, Community Resources and Court Services only
- Twelve-month probationary period
- Mandatory Participant in the Citizen Emergency Response On-call Plan (DSS ONLY)

For more information or to apply for this position, please visit our career site at:
www.hanovercountyjobs.com