

Cumberland County Domestic Relations

Job Title: Administrative Coordinator
Classification Title: Administrative Technician
Position ID: DR3027

Location:

Domestic Relations/Support Hearing Officer

DBM Rating: B22 minimum starting hourly rate \$17.09/hour – current county employees will follow the county's promotion/demotion policy

Schedule:

Full-time (37.5 hours per week)

Status:

Nonexempt

General Description:

The candidate in this position will be expected to perform various administrative/secretarial functions in a timely manner assuring the efficient operation of the Support Hearing Officer's Office. Additionally, the candidate, through the use of an electronic recording system, records all spoken words during court proceedings including but not limited to testimony, opening and closing remarks of counsel, remarks of the Support Hearing Officer and sidebar conferences. May prepare court orders and/or a transcript from the verbatim recording as requested.

Essential Functions of Job:

1. Schedule, set-up and attend de novo hearings held in front of the Support Hearing Officer.
2. Greet the general public, internal and external departments, assist with answering phones and assist with procedural questions and inquiries.
3. Maintains accurate files including those with confidential information.
4. Maintains recording equipment; conducts checks of system on a daily basis to ensure proper functioning.
5. Functions as first tier technical support for hearing room A/V systems.
6. Acts as main point of contact for A/V technical issues in the hearing room.
7. Maintains records, recordings and log sheets.
8. Marks, maintains and secures exhibits; ensures that adequate supplies are maintained.
9. Records testimony at de novo support proceedings using electronic recording system; interrupts when necessary to ensure accuracy and completeness of record; plays back portions of proceedings if requested.
10. Maintains a log of all speakers and events noting all occurrences such as unusual terms, names, objections, and cross examinations. Determines correct spelling of names, terminology and other specifics of testimony.
11. Processes transcript requests and makes copies of log notes and recordings as directed; transcribes recordings only as directed.
12. Generates orders as directed from proceedings
13. Maintains record of transcripts status.
14. Maintains orders, documents and correspondence from all court proceedings.
15. Disseminates, orders, documents and correspondence to appropriate parties.
16. Perform other duties as assigned.

Requirements:

- Understanding of contemporary office practices and procedures and basic office computer software packages.
- Maintain confidentiality of information.
- Lift up to 20 pounds.
- Word, Access, Excel, Outlook proficiency

Minimum Training & Experience:

High school diploma or equivalent, plus some secretarial, legal and computer training. Associate Degree or paralegal training preferred. 3-5 years working experience in office administration. Experience in government preferred. OR, any equivalent combination of experience and/or training.

Experience in courts or judicial system preferred.

Application Deadline: