Position Title: ADMINISTRATIVE ASSISTANT/ASSISTANT ADMINISTRATOR

PRINCIPLE DUTIES AND RESPONSIBILITIES

To perform a variety of tasks in both simple and complex court matters assigned by the Judges of the Circuit and District court as well as the Court Administrator. Performs duties to assist the Circuit Court Assignment Clerk. Completes special projects and assignments to assist the Court Administrator in performance of his/her duties.

The above statements are intended to describe the general nature and level of work being performed by the person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such person.

Classification: S/M 03 **Salary:** $27,064.58- $33,215.62 (five year scale)

Qualifications:

Education: High School Graduation, associate degree (desired)

Experience: General office and clerical

Desired:

Knowledge of court and legal procedures. Superior clerical & organizational skills. Ability to make decisions according to established procedures, policies and court rules. Familiarity with various word processing and spreadsheet computer software programs. Ability to work well with others and prioritize tasks.

Please submit your resume and cover letter to:

Sanilac County Circuit Court

Attn: Brian Henderson, Court Administrator

60 W. Sanilac Ave., Room 303

Sandusky, MI 48471

Posting Date: June 18, 2014

Closing date: July 02, 2014