

**DAVIESS COUNTY ATTORNEY'S OFFICE**  
**Job Description**

Job Title: Mental Health and Family Court Administrative Assistant  
Department: Criminal Division  
Reports To: Administrative Office  
Prepared Date: April 2, 2021

**Summary:**

The Daviess County Attorney's Office, Criminal Division is seeking applicants for a full-time Mental Health and Family Court Administrative Assistant to perform a variety of secretarial duties in assisting the Mental Health Director with filings of emergency voluntary hospitalizations and guardianship petitions. Duties of the Mental Health Court and Family Court Administrative Assistant may include but are not limited to providing support to our department managers and employees by assisting with mental health court and family court needs.

The position requires the following knowledge, skills and abilities, education, and experience.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

- Provide secretarial service to Mental Health Court and Family Court cases
- Prepare mental health court intake documentation, prepare weekly court docket and agendas
- Assist the Mental Health Court Director and assigned Assistant County Attorney in preparing of legal documents (petitions, motions, subpoenas, etc.)
- Maintain appropriate filing system
- Assist Mental Health Court Director in completing, compiling and entering data collection
- Maintaining calendar, docket control system
- Maintain court participant monitoring control system; verifying participant's tasks and or completion of tasks;
- Assist the Mental Health Court Director in preparing reports for program participant's activities, such as medical and mental health appointments, compliance with court orders and assist participants in finding and scheduling appoints and required court tasks.

**Supervisory Responsibilities:** None

**Qualifications and Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

- Computer Technology proficiency (Word, Excel, Outlook E-mail, Internet, CourtNet, Dropbox)
- Traditional typing skills
- Knowledge of office equipment, such as printers and fax machines
- Strong, independent work ethic skills
- Proficient written and verbal communication skills
- Strong organizational skills and ability to multi-task

**Education and/or Experience:**

Shall be at least 18 years of age with at least 2 years of experience in the human services field or court system in a position requiring professional contact with adults, who has:

1) Received a high school diploma or equivalency certificate, and, in addition to the experience required in this subsection, has at least 2 years' experience working in the human services field or court system.

**Language Skills:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write and correspond. Ability to speak effectively before groups of customers or employees of organization.

**Mathematical Skills:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.