Office Assistant I - Youth Court Advisor - Springville

Type:

Part Time

Salary/Pay Rate:

$17.41

Posted Date:

05/14/2024 4:11 PM

Location

Springville

Department:

Legal

Position Reports to:

Assistant City Attorney

Pay Grade:

7

Employment Type:

Part-time

Exempt/Nonexempt:

Non-exempt

Description:

Under the direction of the Assistant City Attorney oversees the Springville City Youth Court program. The hours of this job are from 10 to 15 hours a week and include working some evening hours. Youth court is the 2nd and 4th Thursday evenings during the school year with training during the summer.

Duties:

Obtaining and keeping current any certifications and licensure that may be required for this position now and in the future.

Working with the police department and school district to process court referrals for qualified minors.

Recruiting, organizing, and training volunteer youth to facilitate court hearings.

Facilitating the organization of meetings, updates, contacting those attending, and youth court scheduling.

Assists the Assistant City Attorney with preparing files and getting documents ready for court hearings.

Answers phones, greets public and answers and/or directs questions to the proper person.

Assists in other department projects.

Provides basic office support and performs general secretarial work such as filing, typing letters and memos as directed.

Performs data entry, track information, create newsletters, pamphlets and/or flyers, etc.

Orders supplies and schedules maintenance for office equipment.

Acts as back-up to other secretarial staff.

Performs all other duties as assigned.

Qualifications:

Must possess the ability to work and communicate well with community leaders, businesses and residents and with those other individuals and groups necessary to perform the essential functions of the job. Must have skills in written and verbal communication and interpersonal relations. Must have skills in computers and various software programs, such as Word, Power Point and Excel. Must be a high school graduate. Basic secretarial experience either through formal schooling or a minimum of one-year job related experience preferred. Legal experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES

Must be able to operate a computer. Must be detail-oriented and able to maintain filing systems and other data storage/retrieval systems. Must have courteous telephone skills and must work well with the public. Must be able to quickly take accurate messages.

Physical Demands:

While performing the duties of this job, the employee is required to sit for extended periods of time. This job requires a significant amount of time at a computer screen and using a keyboard for data entry. May occasionally lift up to 25lbs.