

**Orleans Parish Juvenile Court**  
**Families In Need Of Services (FINS)**  
**Administrative Assistant**

**JOB DESCRIPTION:**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill and/or ability required.

**DUTIES:**

- Knowledge of Federal, State and local laws and policies pertaining to elementary and secondary education disciplinary procedures, behavior modification strategies, attendance policies and child truancy; special education requirements and individualized educational plans; conduct, child abuse and welfare laws; and delinquency laws.
- Knowledge of legal and counseling terminology and of State, Parish and Juvenile Court proceedings.
- Knowledge of counseling techniques and social casework methods.
- Ability to provide accurate reports in verbal and written form.
- Ability to utilize a wide variety of descriptive data and information such as the Louisiana Children's Code of Law, Louisiana Criminal Code of Procedure, Louisiana Revised Statutes and Court policies and procedures.
- Ability to handle diverse tasks while maintaining attention to detail for accuracy.
- Skilled in interviewing and screening.
- Knowledge in computer systems and software to include but not limited to Microsoft Office, Excel.
- Ability to handle multiple tasks simultaneously and efficiently.
- Ability to respond to crisis situations with a high degree of professionalism.
- Meet with youth and their families for initial screenings when needed.
- Answer telephone, screen walk-ins and complete all phone call screenings.
- Perform general clerical duties to include but not limited to photocopying, faxing, mailing and filing.
- Create and modify documents using Microsoft Office.

- Enter all case files into the FINS database and update information in the database as needed.
- Maintain hard copies of documents for FINS back-up records.
- Sign for mail and packages for distribution to staff.
- Research cost associated with the purchase of office furniture and supplies; Monitor and order supplies on a routine basis.
- Maintain calendar (make and schedule appointments).
- Request and complete work orders for repairs and upkeep of facilities and property.
- Take messages, greet and direct others to appropriate person(s) for assistance.
- Complete supply list and pick up supplies.
- Attend staff meetings and Court related meetings as required.
- Other duties as assigned.

#### **JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

- High School Diploma or GED, Bachelor's Degree preferred.
- Two (2) years of responsible clerical, secretarial or administrative experience; or a bachelor's degree and one year of responsible clerical, secretarial or administrative experience.
- Ability to exert very light physical effort in sedentary to light work which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5 – 10 pounds).
- Ability to work periods of time at a keyboard or workstation.
- Knowledge of local social services, including eligibility criteria and referral process.
- Knowledge of principles and procedures of record keeping, report preparation and records retention.
- Ability to effectively communicate orally and in writing with Judges, Judicial Administrator, co-workers, supervisors and other departments, social service agencies, probation department and the public, including being sensitive to professional ethics, gender, racial and cultural diversities; and disabilities.
- Ability to provide public access to or maintain confidentiality of Court information and records according to law.

**RESPONSIBILITY:**

- Incumbent performs duties according to a flexible, customary routine with priorities determined by the Judges, Judicial Administrator, FINS Director and service needs of the Court and the public.

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**BENEFITS:**

**Medical, Dental and Optical Benefits:**

Benefits are provided by the Supreme Court; OPJC has no affiliation with medical, dental, or optical benefits for the FINS program.

**Leave:**

Paid Time Off (PTO) is accrued semi-monthly, for a combined total of 24 days per year. PTO days do not roll over from fiscal/calendar year to fiscal/calendar year and is on a use or lose basis. Grant employees will not receive terminal leave pay for PTO days.

**Holidays:**

14 paid holidays subject to change upon Judges' discretion.

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**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Administrative Assistant, FINS Program, for the Orleans Parish Juvenile Court describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all the duties, requirements and responsibilities contained herein and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_  
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Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name