

**MINNESOTA DISTRICT COURT
3rd JUDICIAL DISTRICT**

**Office Assistant III
Child Support Coordinator**

OFFICE & LOCATION	CLASS	HOURS OF WORK
District Office or consideration will be given to requests to work in a county Court Administration office	Office Assistant III Unrepresented Non-Exempt	Part-time 20 hrs/wk Flexible

DESCRIPTION: The Third Judicial District seeks a qualified individual to fill the position of a part-time Office Assistant III (Child Support Coordinator). This is advanced court clerical work within a Third Judicial District office involving the coordination of child support hearings, processes, and procedures for all eleven counties of the district. The position acts as a liaison between district court staff, child support magistrates, and district court judges regarding expedited process cases. The Third District covers the counties of Dodge, Fillmore, Freeborn, Houston, Mower, Olmsted, Rice, Steele, Wabasha, Waseca, and Winona. This position is funded by the MN State Court Administration office which receives reimbursement from the federal government due to the nature of the work.

RESPONSIBILITIES:

- Coordinate Child Support Magistrate (CSM) calendar activities for all 11 counties of the Judicial District.
- Ensure magistrates are scheduled to cover all necessary calendars.
- Monitor the size of CSM calendars and the frequency of hearing dates.
- Monitor Expedited Process reports and cases for compliance with rules.
- Train court staff on Expedited Process procedures in MNCIS.
- Provide direction to staff of the Judicial District regarding procedures and reports.
- Run MNCIS reports, research reported issues and make decisions to ensure cases comply with federal timelines.
- Coordinate motion for review coverage for magistrates and district court judges.
- Calculate and prepare monthly postage expense requests for federal reimbursement.
- Schedule and proctor testing as needed for new contract magistrate applicants
- Coordinate continuances for magistrates
- Other office clerical duties as assigned

QUALIFICATIONS:

- Associate’s degree in business, secretarial sciences, or a related field OR graduation from an approved high school or vocational school and 3-5 years of office clerical experience.
- Ability to communicate ideas clearly and concisely, both orally and in writing and be able to apply laws, rules, policies, and procedures.
- Ability to establish and maintain effective working relationships with co-workers, court and judicial personnel, attorneys, and all other stakeholders.
- Ability to become familiar with legal terminology and descriptions, as required by the position.
- Knowledge of Microsoft Office and general computer skills.
- Knowledge of applicable court rules, state statutes, and MNCIS preferred.

SALARY RANGE AND BENEFITS: Full range is \$15.35 to 23.05 hourly

Starting salary commensurate with experience. Part-time State of Minnesota employee benefits package included.

APPLICATION DEADLINE: Applications for this position must be received by **4:30 p.m. on April 14, 2008.**

TO APPLY: Applications can be downloaded from www.mncourts.gov. Questions can be directed to sara.daley@courts.state.mn.us. Submit a completed application form, cover letter, and resume to:

**Sara Daley
Third Judicial District
1210½ 7th St. NW, STE 220
Rochester, MN 55901**

**EOE
Position # 01014933**