

# CITY OF GOSHEN, INDIANA

## POSITION DESCRIPTION

**Department:** Goshen City Court  
**Position:** Court Operations Assistant  
**Status:** Permanent Part Time  
**Scheduling:** Up to 10 hours per week  
**FLSA Status:** Non-exempt (Hourly)  
**Date of Announcement:** January 4, 2023  
**Application Deadline:** Until position is filled

### **Essential duties and responsibilities:**

*The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive.*

- General administrative skills required for operating basic computer functions, assist with setting up and closing court room.
- Assist defendants, Attorneys, court staff, bailiff and Judge in basic operation of Court procedures.
- Bilingual in English and Spanish a plus, but not required.
- Business casual appearance, professional conduct and good verbal/listening skills necessary.
- Power up computers and recording/zoom equipment in courtroom, test microphones.
- Assist Office Clerks with checking in Defendants and providing list to Court Clerk.
- Enforce rules of court (*no hats, turn off cell phones, no children, no drinks, etc.*)
- Collect documents from Defendants to hand to Court Clerk and/or Judge.
- Maintain log for cases interpreted.
- Provide Court document to Defendants at conclusion of their hearings and direct them to next step.
- Assist with shutting down equipment and close court room.

### **Minimum Training and Experience Required:**

- High school diploma or equivalency and some relevant work experience; or any equivalent combination of education, training and experience.

### **Minimum Physical and Mental Abilities Required:**

- Ability to operate a variety of automated office machines.
- Ability to exert physical effort in sedentary to light work.

### **Language Ability and Interpersonal Communication:**

- Ability to work under stressful conditions.
- Ability to comprehend and correctly use a variety of informational documents.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.
- Ability to communicate effectively.

### **Environmental Adaptability:**

- Ability to work effectively in an office environment.

### **Rate of Pay:**

Grade 5 as designated by current salary ordinance. Starting wage: \$17.79

**Work Hours:**

Monday and Thursday, 8 am - 12 noon (may be as late as 1:00-1:30 pm)

Applications available in Human Resources, 204 E. Jefferson St., Goshen or online at [www.goshenindiana.org](http://www.goshenindiana.org). Click Job Opportunities.

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