

TABLE OF CONTENT

THE JOB DESCRIPTION AS ADMINISTRATOR.....	i
IN BEKASI COURT STATE.....	i
THE APPROVAL SHEET.....	ii
INTELLECTUAL PROPERTY STATEMENT FORM.....	iii
THE IMPROVEMENT SHEET.....	iv
MOTTO AND DEDICATION.....	v
ABSTRACT.....	vi
<i>ABSTRAKSI</i>	vii
ACKNOWLEDGEMENT.....	viii
TABLE OF CONTENT.....	ix
CHAPTER I.....	1
INTRODUCTION.....	1
A. Background of The Research.....	1
B. Question of The Research.....	5
C. Objective of The Research.....	6
D. Operational Definition.....	6
E. Method of The Research.....	7
F. Systematization of The Research.....	7
CHAPTER II.....	8
THEORETICAL DESCRIPTION.....	8
A. Work.....	8

B. Job Description	9
C. Administration	12
D. Court.....	13
E. Relevance of The Research.....	17
CHAPTER III	19
COMPANY PROFILE	19
A. History of Bekasi District Court Class 1A Special	19
B. Facility of Bekasi District Court Class A1 special.....	20
C. Vision, Mission and Motto	21
D. Organization Structure.....	22
E. Main Duties and Function	22
CHAPTER IV	28
REPORT OF OBSERVATION FINDING.....	28
A. Job Description of Administration in Bekasi Court State.....	30
B. Obstacles.....	32
C. Solution.....	33
CHAPTER V	35
CONCLUSION & SUGGESTION.....	35
A. Conclusion.....	35
B. Suggestion	36
BIBLIOGRAPY.....	38
APPENDICES	39
BIOGRAPHY	44