

# CHAPTER I

## INTRODUCTION

### A. Background of the Research

Every civilized society is established on the principles of law and justice. Which serve as the foundation for fairness, order, and peace. They interact to provide a framework that preserves and safeguard people's right, liberties, and well-being while preserving social cohesion and stability. The law is used as a representation of society's values, rules, and norms. It offers a set of standards of ethics and lays out the duties that organizations and society have toward one another. The law promotes a shared understanding and ensures equal opportunity for all elements of people by regulating what is and is not acceptable.

To ensure law and justice can be served for all of people from all background, races, religion, ages, and status, a nation needs a district court in every city and regency. District courts settle disputes by collecting facts, relevant information, and using legal standards to determine who is wrong and right. Trial courts feature a district judge who conducts the trial and a jury who delivers the verdict. The district court could also handle misdemeanor case trials.

In Indonesia, the district court could be classified into several classes. For instance, Bekasi district court is classified as a class 1A special district court which means they handle over more than 500 cases annually. Furthermore,

Bekasi also has a high-density population that make it vulnerable to criminal offenses and dispute within its people. In that case, a class 1A special district court need a high amount of competent employee to serve civilians well.

Within a district court, there's an organizational structure and several divisions. Those structures and divisions are chief of court, vice chief of court, secretary, clerk of court, bailiff of court, civil division, crime division, PTIP, public and finance division, and more. They all have their own respective duties and responsibilities. However, there's one division that holds a basic important role to keep district court processes running smoothly. This division is known as the public and finance division. It manages the needs and resources of district court including finances, public relation, equipment and inventory, correspondence, human resource, and administration. This division require a thorough and precise individual to do the job specifically those who handle administration and finance. Both administrative experts with excellent talents in this area and individual contributors with strong administrative skills should be present in any successful, efficient organization.

To have a high quality graduates, the college where the writer study, STBA JIA, implemented KMB or *Kurikulum Merdeka Belajar*. KMB is the latest curriculum initiated by *Kemendikbud*. Which means, all students especially those who took Diploma program must take intership and make a final assignment in the form of scientifif paper. KMB focuses on student character development and student competency. Hopefully, once they graduated, they will be ready for work whether if it's in corporation, government

institution, or to become entrepreneur. So, Internship could be the introduction to how it feels like to work.

By taking the opportunity to do the internship in the government institution, the writer wants to maximize this opportunity to earn an experience and learn on how governmental institution such as district court works. Governments intership are very important for both interns and the organizations employing them. It gives the interns the chance to put their skill and knowledge to be used on real-world projects and duties, giving them invaluable insights and understand the difficulties and complexities of public service is. In this regard, the writer chose Bekasi district court as the institution that the writer is going to be observed and analyzed during the writer's interns period in Bekasi district court. The writer is assigned as the administrator and finance under the sub-division of public division.

Amadi-Eric (2008) stated that administration is a process of systematically arranging and coordinating the human and material resource available to any organization for the main purpose of achieving stipulated goals of that organization. As the definition indicates, administration is primarily deals with the means required for the achievement of predetermined goals. The goal of administrators is to increase the organization's production and efficiency by streamlining procedures, allocating resources more effectively, and getting rid of redundancy. They aim to increase operational efficiency, cut expanses, and produce the best result. The demand and expectations of various stakeholders, such as employees, clients, and the community, are met by the administrators.

By providing high-quality services, excellent communication, and moral behavior, they put stakeholders happiness as the main priority. Administration gives the organizations the data and statistics to be analyzed. The culture of continual development is promoted by administrator. Also, to maintain the organization's financial stability and sustainability, administrators also need to concentrate on financial management. They create and carry out budgets, keep eyes on financial performance, keep cost under the control, and look forward to increase efficiency and effectiveness. The objective is to maintain a healthy and transparent organization's finance and maximize financial resources. District court may demonstrate their wise use of tax money and utilize it by serving the people well and deliver a fair law and justice.

As the writer mentioned earlier, there are several divisions and organizational structure within the district court with their own tasks and each employee have their own job descriptions as their responsibilities. A job description is a formal written statement that list the obligations, requirements, and expectations for the employee within an organization. It offers a thorough description of all the crucial duties and requirements of the position, functioning as a guide for both employers and job-seekers. At various stages of the employment lifecycle, job description are always in place. By drawing in qualified individuals and assisting both businesses and job seekers in determining whether the vacancy and the applicant's qualification match up, they serves as the cornerstone for recruiting and selection procedures.

Additionally, performance reviews, performance expectations, employee development, and career planning all involve the use of job description.

As the administrator in Bekasi district court, the writer is assigned and given the responsibilities to do various important job description that requires no error in implementing it. The writer is trained and given tasks that usually done by Bekasi district court's employee. It demands the transparency and focus in running the job description especially in finance. The public and finance's administrator is one of few position in the organization that don't involve directly with the court case. The writer also need to monitor the inventory of the Bekasi district court as well as fulfilling the demand of other divisions necessities and goods.

For this scientific work, the writer decide to summarize and explain the obstacle the writer faces as the administrator and finance intern. The writer also going to explain and find the solution for overcoming all of the circumstances and hardship. The data for this scientific paper is based and collected from the writer's observations during 3 months intership program.

This research is significantly important for the writer mainly because it gives the writer an access to know how governmental institutions such as district court works. Besides, the writer also need to complete the research paper written based on the writers findings during his intership in Bekasi district court. The title of his research is, "JOB DESCRIPTION AS ADMINISTRATOR AND FINANCE IN BEKASI DISTRICT COURT".

## **B. The Question and Scope of The Research**

Based on the problem above, this research paper is aimed to answer the research question above, they are:

1. What are the job description of administrator and finance in Bekasi District Court?
2. What are the obstacle found as administrator and finance at Bekasi District Court?
3. What are the solutions for those obstacle?

Based on the background above, the research problem is formulated and analyzed, mainly the job description of administrator and finance at Bekasi District Court in 2023.

## **C. The Objective and Significance of The Research**

The objective of the research is an answer for the question of the research:

1. To know the job description of administrator and finance in Bekasi district court
2. To know the problem of administrator and finance in Bekasi District Court
3. To find the solutions of the administrator and finance

This research paper is advantageous, not only for the writer but also for the readers especially those who study English or have firm enthusiasm in district court. From doing the research theoretically, it hopes could find the solution how to know the critical solution of the administrator and finance in

Bekasi District Court and add the insight view and science to compare the knowledge that has been obtained in STBA JIA.

Virtually, this research is worthwhile for many intentions and purposes depend on what field the learners are involved in.

a. For the Writer

The writer has to write a scientific paper to complete his final task in Diploma Program in School of Foreign Language JIA. The writer could get much more knowledge and increase his English skill especially in Law institution sector.

b. For the readers

This paper can give the readers a beneficial things in providing an informative reference and knowledge for the readers who takes a job for diploma scientific paper in Law institution sector.

c. For STBA JIA

The students in STBA JIA could also take benefit from this scientific paper. Especially, those who takes intership in government institution or who takes administration and finance position in their intern program. This paper could give a glimpse and reference on how is it like to take intership in the same institution or position as the writer.

d. For District Court

This paper could be an option for a suggestion to district court to be better in terms of administration. The writer hopefully can contribute something positive to this institution through this scientific paper.

## **D. The Operational Definition**

### **1. District Court**

District court is a government institution for those who seek justice and fairness. They are one of the institutions that take the responsibilities of the law enforcement. District courts are places where disputes are settled and trials are held including criminal offenses or property disputes.

### **2. Job Description**

Job description is a list of activities, responsibilities, and qualifications for an employee to fulfill in order to reach certain goals in an organization. It serves as a basic tool to attract jobseekers who meet the qualifications.

### **3. Administration**

The act or procedure of administering, particularly the management of a major organization or government institution. Administration tasks include data input, monitoring office supplies and inventory, receiving and directing phone calls, providing information to callers, stamping, maintaining records and files.

### **4. Finance**

Finance refers to the management of money, investment, and financial resources. The tasks include depositing money to the bank, receiving and recording



Administration of Non-Tax State Revenue, bank statement print, and account mutation documenting.

### **E. Research Methodology**

According to Darmadi (2013, p. 153), the research method is a scientific way to obtain data for specific purpose. By using scientific method, the researcher can ensure that the research is based on the rational, empirical, and systematical principle of science. There are two research methodology and they are quantitative and qualitative method.

In this scientific paper, the writer considered qualitative method as the method to explore the data and complete this research.

### **F. The Systematization of The Paper**

The systematic of this paper is meant to make the writer easier to in taking understanding this paper. This writing is divided into five chapters as follow:

Chapter I: Introduction. This chapter contains the background of the research, the scope of the problem, the question of the research, the objective of the research, the significance of the research, the operational definition, research methodology, and the systematization of the paper.

Chapter II: Theoretical Description. This chapter describe about the definition of government institution, district court, administration, finance, and relevance research.

Chapter III: Company Profile. This chapter explains about the profile and organizational structure of Bekasi Distric Court

Chapter IV: Report of Observation Findings. This chapter explain the observation results, obstacles, and problem solving.

Chapter V: Conclusion and Sugestion. This chapet explains about the conclusion and suggestion of the research.