

JOB DESCRIPTION OF ADMINISTRATOR & FINANCIAL OPERATOR IN BEKASI DISTRICT COURT

A PAPER

This scientific paper is submitted to School of Foreign Language-JIA
to fulfil one of the requirement for taking Diploma III program



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MOTTO AND DEDICATION

MOTTO:

“Everything flows, and nothing abides, everything gives way, and nothing stays fixed.”
– Heraclitus

DEDICATION:

This scientific paper is dedicated to myself

JOB DESCRIPTION OF ADMINISTRATOR & FINANCIAL OPERATOR IN BEKASI DISTRICT COURT

ILHAM NOVENDRA

ABSTRACT

This study aims to find out how to work and what kind of work is done by Administration and Finance team at Bekasi District Court. In this study, the writer examined what work was done during the research, the obstacle the writer faced, how to solve problem during the on-going research. This research started on 15th of May to 18th of August 2023. The writer was assigned as administrator and financial operator in Bekasi District Court. The technique of collecting the data was from the library. This research method was the descriptive analytic method by describing the work done during the internship. The writer found out that the writer had 8 job description. The writer found out 7 out of 8 job description has obstacle. The obstacle was varied from technical to fundamental obstacle. The writer did some observation on how to overcome those obstacles. Internet and the staff of Bekasi District Court contribute in resolving the obstacle. The writer was able to overcome all the obstacles in each job description.

Keyword: Job description, administration, financial operator, District Court

**DESKRIPSI PEKERJAAN SEBAGAI TATA USAHA & OPERATOR KEUANGAN
DI PENGADILAN NEGERI BEKASI**

ILHAM NOVENDRA

ABSTRAKSI

Penelitian ini bertujuan untuk mengetahui cara kerja dan pekerjaan apa saja yang dilakukan oleh tim administrasi & keuangan yang ada di Pengadilan Negeri Bekasi. Dalam penelitian ini, penulis meneliti tentang pekerjaan apa saja yang dikerjakan selama penelitian, kendala yang dihadapi, dan bagaimana menyelesaikan masalah selama penelitian berlangsung. Penelitian ini dimulai dari tanggal 15 Mei sampai dengan 18 Agustus 2023. Penulis ditugaskan sebagai tata usaha & operator keuangan di Pengadilan Negeri Bekasi. Teknik pengumpulan data dari perpustakaan. Metode penelitian ini adalah metode deskriptif analitik dengan cara mendeskripsikan pekerjaan yang dilakukan selama magang. Penulis menemukan fakta bahwa selama masa magang penulis memiliki 8 deskripsi pekerjaan. Penulis menemukan bahwa 7 dari 8 deskripsi pekerjaan memiliki kendala. Kendala bervariasi dari segi teknis dan fundamental. Penulis telah melakukan observasi bagaimana untuk melewati kendala tersebut. Internet dan pegawai Pengadilan Negeri Bekasi berkontribusi dalam penyelesaian masalah. Penulis bisa melewati semua masalah yang ada pada semua deskripsi pekerjaan.

Kata kunci: Deskripsi Pekerjaan, Tata usaha, operator keuangan, Pengadilan Negeri

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The writer describes a scientific paper on Job Description of. During the research, the writer uncounted a lot of hardship and difficulties both finding the data and arranging it into an accepted scientific paper. Therefore, the writer would like to take this opportunity to express his thankfulness to all the following people who have advised and supported data and information to finish this paper, especially to:

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8. All Administration & Finance team at Bekasi District Court
9. The writer also expresses the deepest gratitude towards those who cannot be mentioned for their concerns.

Finally, the writer hopes in this paper will be usefull for her and generally for everyone who reads it.

Bekasi, 18 August 2023

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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 scientifi 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 draw in 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 the 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.

CHAPTER II

THEORITICAL DESCRIPTION

A. Definition of District Court

District Court is a law and justice institution under the auspice of supreme court and one level below High Court that covers city and county. The establishment of district court is based on Presidential Decree. In Decree Number 2 Year 1986 about General Court, Court divided into two parts, they are:

a. District Court as First Level Court

First Degree Court means the main tasks of District Court are to receive, examine, decide, and resolving case dispute in First Degree based on relevant and valid Decree.

b. High Court as Appellate Level Court

One of the tasks of High Court as Appellate Level Court is to judge criminal case and civil case in Appellate Level.

As a First Level Court institution, District Court has several tasks, function, and authority which must be run properly in order to uphold justice. Those tasks and authority is mentioned in Decree Number 2 Year 1986 Chapter 50, which reads:

“District Court is in charged and authorized to examine, decide, and resolve crime case and civil case in the first level”

According to Decree mentioned above, the tasks and authority of District Court is to examine, decide, and resolve crime case and civil case for the people who are seeking the justice. Crime case regulations is arranged in Penal Code of Law or KUHP. The examples of crime case that the District Court could handle are fighting case, sexual abuse, theft, traffic violation, domestic abuse, terrorism, narcotics, money laundry, murder, and corruption. Each one of those crime has their own law umberella. Therefore, the examples of civil case that the District Court could resolve are defamation, legacy, property dispute, child custody, data falsification, and divorce.

1. District Court Functions

a. Judge Function or Judicial Power

This function means District Court receive, examine, judge and resolve cases which is the authority of the First Level Court.

b. Guide Function

This means District Court gives instructions and guidance to structural and functional official under the District Court rank. This guidance could be regarding about judicial, court administration, development, finance, equipment, and also information technology.

c. Supervision Function

This functions means District Court is the supervisor of the task implementation and make sure everything works properly. They also the supervisor of Judge behavior, Clerk of Court, Secretary of Court, and Bailiff

of Court. The aim is to enforce justice rightly and carefully with the application of general administration.

d. Advice Function

This means District Court gives consideration and advices regarding law to government institution in their respective jurisdiction.

e. Administrative Function

This function means District Court implement court administration, whether if its technique and judge, or also public administration. Public administration include information technology planning, reporting, human resource, and finance

Other than those functions above, District Court has other functions as well. Law counseling service, counseling research, and give access to the people in this era of openness and transparency of court information.

2. District Court Classification

There are several class of District Court in Indonesia and it classified either by geographic location and social economics aspect of a region. There are four class of District Court and they are class IA Special District Court, class IA District Court, class IB District Court, and class II District Court. District Court Classification is determinate by many factors. The first factors is main constituent which consist of sub-constituent in the form of civil case and crime case.

District Court also have supporting constituent to decide a District Court class such as domicile. Class 1A Special is located in capital of the province with special criteria and have three special court. Then, Class 1A is located in the capital of the province or geographically bordering other nations. Class 1B is located in former residency capital or governor's position. Meanwhile, Class II is located in the capital of regency or a city. The newly formed District Court is classified as Class II as well.

It can be concluded that domicile constituent is consists of three constituent and those are the capital of a regency, the capital of a province, and lastly the capital of a country. Therefore, Population (determined from the amount of the population) also contributes to determine the class of a District Court as well as social and economic circumstances. Communcation, transportation and law counselling are also significant factors in Distict court classification.

District Court could upgrade their class as long as it meets the terms and condition determined and set by the Supreme Court. District Court class upgrade is done by collecting data from the last three year and can only be submitted 1 class above. The next class upgrade proposal can be done three years from the last class upgrade except for the District Court located in the province's capital. The procedure for District Court class upgrade are:

1. Chief of District Court apply the proposal to the Supreme Court through the High Court
2. Survey and evaluation is required and done by Supreme Court

3. Reassessment from the Supreme Court's team which consists of related directoratel and bureau, General directorate of General Court, and the Secretary of the Supreme Court to deliver the results to The Chief of the Supreme Court as recommendation.
4. The Secretary of Supreme Court prepare the Chief of Supreme Court's decision plan about the class upgrade to related District Court.
5. The Secretary of Supreme Court prepare the approved layout and submit it to Ministry of State Apparatus User and Bureaucracy Reformacy.

B. Definition of Job Description

In any corporation, no matter how small or large the scale of that company is, it need to follow the lists of guidelines to fulfil the obligation of the employee or worker. Some people probably think those written guidelines are unnecessary because every person who work need to do the action in achieving something based on the visions and missions of an organization, corporation, or institution. This perspective may not be incorrect, especially in relation to some small business. If there are written instructions for what the employees are expected to do, it will be more difficult to monitor and evaluate the achievement of the organization in a large-scaale setting. As a result, a written lists of instructions, specifically job description, is required as a tool for assessing employee performance (Swittasara and Astanti, 2021, p. 33)

According to (Krumer-Nevo et al, 2011, p. 35), a job description is a formal document design by an employer that aims to determine the nature of an employee's job, the tasks that are expected to perform, and a position in an organizational hierarchy. In addition, a job description also describes the relationship between position in a hierarchy (Jarabek, 2003, p. 35). According to (Lee, 2014, p. 35), job descriptions are divided into two parts, they are individual and community levels. Besides those opinions, another opinion says that a job description is a unit oriented to the internal talent management process consisting of recruitment, succession planning, coaching, training, and compensation (Pavur & Stybel, 2010, p. 35). Based on some of those opinions above, a job description are a pillar of human resource management. Job description also makes it easier for companies to recruit and select employees (Hawks & Weathington, 2014, p. 36), as well as perform performance management, identification processes and provide opportunities for getting training and development, planning, measuring rewards, and many other aspects of human resource management (Baker, 2016, p. 36). Using a job description enables the company to makes employee available at the right place, time, quality, situations, and cost based on the right company information (Pato, 2015, p. 36).

Not every member of a group or organization can create a job description. For instance, at a company, specific divisional positions are permitted to contribute to the creation of job description. Alternatively, the organization might hire a consultant to assist in the drafting of job description materials. According to (El-

Hajj, 2011, p. 35), in making job description documents, representative from management and staff unions are needed by involving job analyst whom job evaluation expert supervise. In addition, participation from manager and employee is essential for the benefit of any organization.

A job description include a number of crucial functions inside an organizations. According to Paydata (Paydata.co.uk, 2010), there are some advantages in having a detailed and precise job description:

1. Recruitment and Hiring

A job descriptions serves as the starting point for the recruitment and hiring process. By making the abilities, credentials, and duties necessary for the a specific position. It helps in attracting competent individuals. It acts as a benchmark for assessing applicants and choosing the best prospects.

2. Role Clarity

The functions and responsibilities of a certain position within an organization are made clear via job description. They provide a clear explanation of the tasks, responsibilities, and goals. Job description ensure that both employee and the organization they work for are in the same page. This clarity encourages efficient performance management and reduces confusion.

3. Performance Management

Job descriptions are essential in the performance management process. They offer a standard by which to measure employee's performance. Job description make it easier to define measurable goals and objectives, carry

out performance reviews, and provide staff with constructive criticism by expressing performance expectations clearly.

4. Training and Development

Job description makes it easier to pinpoint the expertise, knowledge, and skills necessary for a given position. Designing training and development initiatives that match employment requirements involves the use of this information. By emphasizing the abilities and experiences required for career growth within the organization, job description also help in preparing for succession planning and career development.

5. Organizational structure and Coordination

Job descriptions also help in the organization's overall planning and coordination. Roles and responsibilities are precisely defined, which helps to establish reporting lines, decide team structures, and efficiently divide assignments. As a result, there is better coordination, collaboration, and communication amongst teams, departments, and personnel.

6. Legal and Compliance purposes

For regulatory and legal reasons, job description can be quite important. They can assist in making sure that employment requirements corresponds to relevant laws, rules, and industry standards. When defining an employee's duties and expectations, job description are particularly important as evidence in court cases.

7. Employee Engagement and Satisfaction

Employee engagement and job satisfaction are influenced by comprehensive job description. Employees are more likely to feel motivated, satisfied, and involved in their job when they are aware of their roles, responsibilities, and how their efforts support the organization's goals. Job description also provide employees a sense of direction and purpose, which can increase their levels of dedication and productivity.

Job description are useful tools that enhance workplace alignment, clarity, and structure for both people and organizations. They assist with the variety of HR tasks, such as compliance, management of performance, training, and recruitment, ultimately enhancing the effectiveness of the company.

Desseler (2010) stated that there are some elements in job description that needs to be fulfilled. These elements objective is to explain what are the crucial point of specific job description in order to drafting a job description.

Here are some of those key elements:

a. Job Identification

Job identification describes employee's position in the form of organization structure. It includes some of the information regarding the employee's role. Position assignment need to be obvious and appropriate in corresponding with the organization requirement. Position assignment also need to identify the jobs to give the employee information, clarify the relation between one employee to another employee, it also shows the difference in each position that

listed in an organization. Furthermore, there are things that every employee need to recognize. Those things are salary allocation, job description establishment, the job description maker, and the one who approve the job description maker.

b. Job Goals

This part describe about the main purpose of the jobs or better known as the job objectives. It essentials to describe the primary and the core of a job. It helps the employee to map out the plan and carry out the execution of the plans that already listed by the organizations or institutions.

c. Tasks and Responsibilities

Task and responsibilities points out the list of main duties and responsibilities of a person who already given permanent position. Task and responsibilities are the primary element of job description layout that have to be explained in details about what the employee are going to do during their work hour. To increase the employee's performance, task and responsibility has to be part of performance standart so the employee can obtain the goals that already set by the organization.

d. Relation

This part will explain the relation of internal position or external position in a organization that will be useful to reach the performance

standart that already formed, so the employee can be satisfied with the job they already done.

e. Knowledge

This part is related someone' skill, knowledge, experiences, ability and capability on finishing the job that already given by the employer.

f. Problem Solving

Problem solving is related to the way of thinking in making a decision. Each job description need problem solving either a simple problem solving or variety in giving a solution.

g. Accountability

Accountability explain everything about finance with viewing the assets value and revenue of the organization or institution.

h. Authority

Authority mean every staff and employee is given the freedom in giving idea and opinion related to the task that the organization already given.

i. Performance Standart

Performance standart usually enforce with the terms to increase the employee's working performance. Also, it can be used as the evaluation of employee's performance.

j. License

License is a legal document used as permit document for a high-risk job such as jobs that related to building a infrastructure or other high-risk work.

However, these are just a few instances of several elements of job description that organizations, company, and institution could employ. Depending on the objectives of the organizations, industry, and the degree of detail needed for efficient communication and administration of the obligations and duties of a employee.

C. Definition of Administration

When discussing about government and public administration, there are many scholars who has their own definition about administration. According to Brainly (2016) the term “administrations” refers to the institutions and people in charge of supervising and carrying out the rules, regulations, and duties of a particular body of organization. These administrations are often made up of civil servants, employees, and elected or appointed authorities who collaborate to carry out and enforce governmental decisions.

The architecture, procedures, and operations of governmental administrations are frequently studied and examined by specialist in the discipline of public administrations. They share their knowledge and skills on how to manage public resources, offer public services, and encourage good governance.

In their various form, administrations play a critical role in creating effective governance, organizational performance, and positive society results, they manage issues, drive innovation, and optimize operations through good management techniques. Administration make it easier for policies to be put into action, ensuring effective public service delivery and advancing society. Administration must take ethical issues and social responsibilities seriously since these factors influence organization behavior and increase their social affects. As we continue to appreciate the importance of administration, it is crucial to support their advancement, promote research, and develop competent leadership, which will eventually help any corporate or organization flourish and make a positive impact on the worlds.

Administration need to involves various elements and components to obtain the successful administration. According to Veronika (2021), some essential components of successful administration include:

1. Organization: Organization is a media where the administration process occurs. It's the place where people gather to do the administration. These people need to fulfil the demand of administration and reach the goals in their respective target.
2. Management: Management is the main tool for the implementation of administration. In the implementation of administration there are things called regulator, driving force, manager, operational power.
3. Communication: Administration also regulate the communication in between one department and another department in one organization. For

instance via mail and also news or report. This is very important for the sake of clarification of the circulating information in the organization. So then the communication amongst management, client, and administrator is clear and understandable.

4. Employee affair: The employee affair is related to the use of worker force. It's the interconnected process such as reception, allocation, utilization, and lastly dismissal.
5. Finance: This things relates to cooperation contract financing from how to get the revenue and take responsibility for it. For example, sale administration, purchasing, contract or lease, and source of fund.
6. Provision: There's connection in between procurement of goods, storage, and elimination. The administrator will sort the goods that will be needed for the operational of work.
7. Public Realtion: Public Relation is an effort to maintain good relation with the client or customer. Administration will regulates on how to maintain good relation with the masses mainly with the clients or customer.

Administration also have many forms and types based on the field they implemented into. The following are some prominent forms of administration according to (Pangesti, 2021):

1. Public Administration

The management and leadership public institutions and governmental organization is the subject public administration. It focuses on how

public policies are carried out, how public services are provided, and how the government operates as a whole.

2. Business Administration

Management and operation of firms, companies, or organizations are included in business administration. It includes tasks such as operation management, marketing, human resources, and financial management.

3. Healthcare Administration

The management and coordination of healthcare organizations, such as hospitals, clinics, nursing homes, or doctor offices, is referred as healthcare administration. It contains duties like staff management, healthcare policy compliance, facility operations, and financial management.

4. Educational Administration

The management of educational institutions, such as schools, colleges, universities and educational programs, is the focus of educational administration. It includes managing faculty management, student services, educational policies, and curriculum development.

5. Financial Administration

The management of financial resources within an organization is the main emphasis of financial administration. It involves activities including setting a budget, making financial plans, paying taxes, and reporting financial information.

6. Legal Administration

Legal administrations covers activities including case management, client services, legal research, and administrative assistance for lawyers. It involves the management and administration of legal practices, law firms, or legal divisions within businesses.

7. Environmental Administration

The management and administration of environmental policies, regulations, and programs is the main focus of environmental administration. Planning for the environment, managing natural resources, complying to environmental regulations, and sustainability program are just a few of the activities involved.

D. Definition of Finance

Financial is a knowledge and an art of managing the money which can affect the livelihood of an organization (Ridwan & Inge, 2003, p. 6). But if it is dig deeper, finance is not only refers to monetary condition as a whole. Finance is also a terms that related to management, creation, and study about monetary and investment.

From the the way it supervised, enhancement, allocation, empowerment, risk calculation, and also the future prospects that still relatable to finance. Meanwhile, in the context of administration, finance means an activity that manages the revenue and expenditure in a corporation or institution.

There are several types of financial and it divided into three types. They are personal financial, corporation financial, and government financial. Here are the explanation of those financial types according to Rosyida (2021):

1. Personal Financial

Personal financial can be seen based on the income or salary earned by a person. Then, on how a person's financial condition could cover everythings that an individual needs. Other than that, personal financial could also seen a person financial condition on short-term condition, mid-term condition, and lastly long-term condition.

2. Corporation Financial

The second financial types is corporation financial. Corporation financial is a financial condition of a corporation whether if it's a small-scale corporation, mid-scale, or large-scale corporation including the corporation that owned by the government. A corporation that has a healthy finance is going to have a stable financial condition. That means a corporation with healthy financial condition have a large treasury and only have a relatively small debts or even none.

3. Government Financial

The next financial type is goverment financial. One of the aspect that determine a nation's monetary condition is the prosperity of the people in a country. The benchmark of a country financial condition

is always complex and complicated to calculate. It can be caused by so many factors such as unemployment, poverty, currency exchange rates, and the purchasing power of the people.

Finance is one of the aspects that holds a significant role in any individual, business, organization, and nation. Everything can be accomplished or obtained if we have a large amount of money. But, to have a large amount of money is not enough. It needs to be well-managed, carefully calculated, and used wisely to make any individual, corporation, or a nation prosperous. Finance also has some functions, according to Shaikh (2022), those functions are:

1. Planning

The main function of finance is financial planning. When we have a huge amount of cash, whether it's personal, corporate, or business owner, we must have financial planning. But, financial planning can't be made spontaneously. In making a good financial plan, we must have a main focus and that is fulfilling the basic needs. A balance income and spending is one of the requirements in making a good financial portfolio. A good financial plan evades us from taking damage or loss in our financial portfolio.

2. Controlling

As a human, sometimes we make a mistake. Including uncontrollable spending and bad financial decisions. Even though we make the best effort to make the best financial plan, those things could still happen.

Because sometimes we still being impulsive when it comes to spending our money.

3. Examination

Finance also have to be examined. In the accountant terms, finance examination is called audit. Audit process need to be routine and periodically. From monthly audit, quarter, semester, or even annually. When we notice something odd in our finance portofolio, we can make a preventative measure and evaluate to prevent the same thing happen again the future.

4. Report

Financial needs a reporting. Specially for the big corporate or governmental institution. It is an obligation to make a financial report for the sake of financial transparency. Corporation's financial report is done based on accountancy period. Then, the result of financial report will be presented to the stakeholders and shareholders.

A good financial management will help us in managing our money optimally and make us better in managing finance whether if it's for personal or organization. A good financial management also can help us become a wealthy person or a successful organization. Meanwhile, finance also have some useful purpose. Here are some of the purposes of finance according to Rosyda (2021):

1. Embidding Discipline Manner

As the writer mentioned above, finance is the activity relates to monetary management, done with discipline and tidy manner. So

we could control, plan, and utilise our financial condition better.

We have to measure everything that we want to buy even though the staff that we want to purchase is cheap.

2. Maximize the Profit

When financial process is planned correctly, that could help us to be a successful in terms of finance. We can prepare a bigger things in our life for the better future. Then, we could also prepare our pension time without worrying about debts and other financial problems that might have occur.

3. Avoid Debt

Some people think we as humans can't avoid debt in our life time. That might be true, whether if it's financial debt, materialistic debt, or service debt. Sometimes, what makes us own debts is unexpected spending such as compensation of traffic accident or an increase in mostly spending. Whereas sometimes we spend our money on non-primary things. Some people also consider owning a debt is a way out of your financial problem. But, that is actually what makes our financial plan doesn't go according to plan. It is better for us to avoid such things if we know we can't afford to pay it off.

4. Optimal Planning

When we understand what financial really is, we will have a high chance to have an optimal planning. With a measurable plan, we

could afford to make a better future for our own-self or organization. A person or organization can use the cash in their portfolio even wiser than ever before. All of those things can be obtained if we have an optimal planning and understanding the finance well.

5. Financial Goals Tools

When we have a tidy and discipline financial habits, it is easier for the organization or a person to reach financial goals. We can have some amount of reserve in our treasury and can make our organization thrive.

6. Multiply and grow financial portfolio

Finance will push us to grow our financial portfolio even bigger. With the stand-still finance flow we can't reach our perspective goals financially. We can invest on something that potentially can bring can bring even more fortune in the future.

CHAPTER III

COMPANY PROFILE

A. History of Bekasi District Court

District Court establishment in Indonesia has a very long history. It went back way before the independence of Indonesia itself. In that period, the rule of law in Indonesia was influenced by the religion rule such as Hindu and Islam. It was influenced by the traditional rules that passed through the generations as well. In the age of Dutch colonial era, the rule of law in Indonesia was distinguished by Chapter 163 IS (Indische Staatsregeling). It means the rule of law or the law enforcement was distinguished by the race such as European people, Foreign Eastern people, and Indonesia people. Each with their own respective Court based on the race and skin color.

Under the Japan colonial era, Japan eradicated the existed Court and the rule of law established during Dutch colonialism. Japan created what is known Osamu Seirei in 1944. Osamu Seirei 1944 Number 2 removed the dualism in the Court system during Dutch era and it was signed by the Japan's highest commander named Saiko Sikikan. Osamu Seirei also contains the rules to take over all of the region that previously colonized by Dutch in Indonesia. Then, Indonesia gained its independence in August 1945. After the independence, Indonesia tried to do the unification of Court through Emergency Constitution Number 1 in 1951.

Bekasi District Court is one of the Class 1A Special District Court under the West Java High Court. Bekasi District Court's jurisdiction is Bekasi city. It was established in 1976. At the first year of its operation, Bekasi District Court had 2 Court rooms, 1 Chief of Court room, 1 Clerk of Court room, and 2 employee room and it's all under one building. Bekasi District Court is located in Pramuka St. Number 81, RT.001/RW.002, Marga Jaya, South Bekasi Subdistrict, Bekasi City, West Java Province with 17141 Zip Code. Currently, Bekasi District Court is preparing to move to a brand new office building in Summarecon Bekasi.

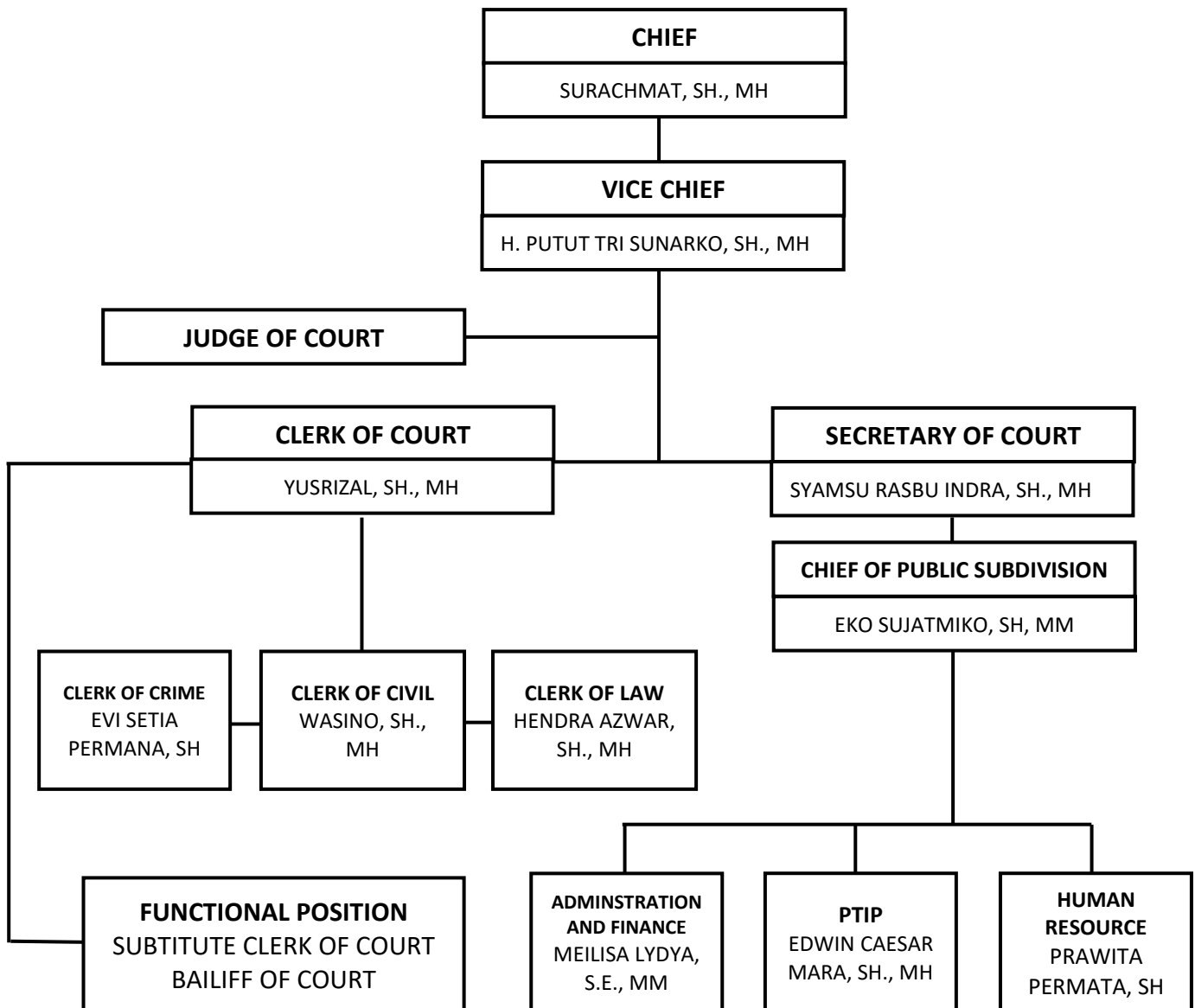
Now, Bekasi District Court has 7 court rooms divided into 1 Main court room, 5 regular court rooms, and 1 kids court room. Bekasi District Court also has 1 Chief of Court room, 1 Vice Chief of Court room, 6 Judge room, a secretary room, a Clerk of Court room, 5 Substitute Clerk of Court rooms, Crime Division room, Civil Division, room, a Law Division room, and a Bailiff of Court room. It also has secretariat rooms that include Administration and Finance room, Human Resource and Governance room, and lastly PTIP room that stands for Planning, Information Technology, and Reporting. Other than that, Bekasi District Court also has a comfortable waiting room and the service is electronic oriented to support Bureaucratic Reform era. Supporting facilities such as praying room, smoking area, canteen, detention cell, mediation room, rest room, nursery room, kids friendly room, legal aid room, POS Indonesia, BTN Bank, VIP waiting area, and parking area also provided by Bekasi District Court.

B. Vision, Mission, and Motto

Bekasi District Court has a vision that said: “Realizing The Great Bekasi District Court”. They also has some missions. First is Maintain Indepence Of Bekasi District Court. The second is Provide Fair Justice To The Justice Seeker. Third is Increase The Leadership Quality In Bekasi District Court. Last one is Increase Credibility And Transparency In Bekasi District Court. Therefore, the Motto of Bekasi District Court is called PATRIOT which is the abbreviation of Profesional, Accountable, Transparant, Responsive, Innovative, Objective, Totality.

C. Organization Structure

BEKASI DISTRICT COURT'S ORGANIZATION STRUCTURE



D. Main Duties and Function

1. Chief and Vice Chief of Court

Chief of Court manage the distribution of Judge duties, distribution of case file, and other file relates to the cases that filed to the Judge Assembly to be resolved. Supervise the Judges Assembly, Clerk of Court, Secretary, Structural and Functional Position, and Administration in His jurisdiction.

2. Judges Assembly

Implement the Judicial Power task in their jurisdiction and deliver fair justice based on the Constitution.

3. Clerk of Court

Clerk of Court implements case administration, manage Vice Chief of Clerk's duties, Clerk of Crime, Clerk of Civil, Sub-Clerk of Court, and all the implementation in technique part of Bekasi District Court. Clerk of Court assists the Judge with joining the hearing session and record the hearing proceedings. They also make the copy of verdict based on valid Constitutional rules. Clerk of Court responsables on the management of case file, verdict, documents, deed files, registration book, case fees, third party deposits, valuable files, evidence, and other files that stored by the Clerk of Court. In the civil case, Clerk of Court responsible on the Court Verdict.

4. Secretary of Court

Supervise and assist the implementation of duties in Public Administration and Secretariat. Coordinate the task of every chiefs of Public, Staffing, and Finance subdivision. Create and sign the contract and other files related to procurement of goods and services which resulted in budget expenses. Prepare the supporting documents and sign the Payment Request Letter. Make the evaluation and implementation report periodically. Secretary as Budget User Power responsible on budget's utilization. Secretary also responsible on the state-owned property.

5. Clerk of Civil

Clerk of Civil assists the Judges with documenting the hearing session. Carry out case administration, prepare case hearing, store the on-going case file and other files related to Civil case. Give the registration number to every case received in the Clerk of Civil. Deliver verdict copy to every party involve if requested. Prepare appeal case file, cassation, and judicial review and deliver the active case file to Clerk of Law.

6. Clerk of Crime

Clerk of Crime assist the Judges with documenting the hearing session. Carry out case administration, prepare case hearing, store the on-going case file and other files related to crime case. Give the registration number to every case received by Clerk of Crime. Deliver verdict copy

to every party involve if requested. Prepare appeal case file, cassation, and judicial review. Deliver the active case file to Clerk of Law.

7. Clerk of Law

Clerk of Law assists the Judge by documenting the hearing session. Collect, manage, and review the data, provide case stats, arrange case report, stash case file archive and other duties based on applicable regulation.

8. Substitute Clerk of Court

Assist the Judges with joining and documenting the hearing session. Create the news of hearing session. They will assist the Judges on reporting about the delay schedule of the hearing and the case verdict and also the resolution. They set the hearing schedule, decide on whether the defendant is detained, released from detention, or change the detainment status. Lastly, they also deliver the case file to related Clerk.

9. Bailiff of Court

Implement all of the instruction given by Chief of Court, Chief of hearing, and the Clerk of Court. Addressing or summoning by the order of Chief of Court or Judges. Then, they will provide the announcements, admonitions, and notifications of Court Verdict based on Constitution Provision. Next, they also implement the foreclosure by the order of Chief of Court and carefully review the land borders as well as seizing legitimate land documents.

10. Public and Finance Subdivision

Public and Finance subdivisions have quite a lot of task and responsibilities. First things first they record and distribute incoming and outgoing mail. They will provide and keep necessities for the office operation. They also keep the letter of ownership of the state property. Organize the administration of the state property and make the report every semester or annually. Therefore, they organize and maintain inventory in accordance to the plan and budget. Coordinate and oversee the safety of the office and cooperate with the internal security and other related instance for the continuity of the District Court operational. Oversee and coordinate on the cleanliness of the District Court is also one of the task of this division. Then, arrange the activity and fund on the on-going operational year. Arrange the work plans and fiscal plans for the next operational year. Next, do the treasury duties with the resource from APBN and PNBPN. Make the financial report periodically such as monthly, quarter of the year, semester, and annually. Lastly, keep the state receipts and spending document.

11. Human Resource and Governance Division

Tide up and keep the employee's documents and files. Make the sort list of the employee position, seniority sort list, and bazetting. Next, they propose the appointment of governments employee and record the result of the Baperjakat meeting. Next is propose the decree of salary increase and last is propose the state's employee candidate.

12. Technology Planning and Reporting Division

Implement the program and budget, technology management, information, and stats. Monitoring, evaluate, documentation, and receive the reporting.

E. Procedure

1. Bekasi District Court Procedure

Bekasi District Court operational hour is from 8.00 am to 4.00 pm. It opens for service from Monday till Friday. 2 of the most commonly served things are application of the testimonial letter and case settlement such as crime case and civil case. Testimonial Letter is also known as Conviction free letter. Those 2 has their own app and website. ERATERANG is the website for those who wants to make testimonial letter. In the other hand, civil and crime case can be registered through website called E-COURT. However, both of those things can be taken care of through offline service by visiting the District Court directly.

The registrant can follow the clear procedure provided and displayed by District Court in both ERATERANG and E-COURT website. For the offline registrant, first thing first they must present in Bekasi District Court and can't be represented. Then, they can ask the security about their necessity and the registrant must go through walk-in detector machine. First thing that the registrant must do is to take queue number in the queue machine based on their necessity. Next, the registrant will wait in the waiting room lobby until their

respective number is called up. The registrant can proceed and sit in the One Stop Integrated Service counter or PTSP. PTSP is integrated service with one stop process from start to finish. The registrant must inform the PTSP officer about their intention. Then, PTSP officer can register the case, testimonial letter request, and other things related to E-COURT or ERATERANG.

After the registration, those who register the case will be informed about the procedure of the court's hearing and when will it be processed. They can send all the important documents, letter, and other paper related to the case to District Court. If they have lawyer, the law firm will assist the client by preparing the documents and paper related to the case. When all the terms and conditions are fulfilled, they can proceed to court hearing queue. Some case will take days, weeks, or even months to process depend on the complexity of each cases. The court hearings are scheduled neatly based on whether if it's civil or crime case. The District Court will notify and call up those who concern regarding the court hearing date and time. The District Court can also call up those who concern through official and proper letter or *Relaas* to inform those who concern about the fulfilment or implementation requested by the District Court.

In other case, the Testimonial Letter will be processed after the registrant fulfil all the terms and conditions requested by the District Court. The registrant will be informed about when the Testimonial Letter can be claimed. To make a Testimonial Letter, the applicant will be charged with fee. That fees will be a

Non-taxed States Revenue. Non-taxed States Revenue will be submitted to the Reception Treasurer in Administration and Finance Division.

Regarding Administration and Finance division procedure, they also have their own specific procedure that are assigned to each staffs and interns. First, there are those who are in charge of sortings and registering both out and incoming mails. The outgoing mail will be numbered periodically. All the outgoing mail from all divisions and must go through the outgoing mail operator to be numbered and registered online in the PTSP website. The mail must have 1 copy to be archived and stored in the archive storage. Then, the incoming mail are received by the front officer to be numbered and collected. After the mails are collected, it will be given to the incoming mail operator to be registered and distributed to specific District Court Official. All the incoming mail must go through Chief and Vice Chief of Court depends on the type of mail. The Chief and Vice Chief will read the mails and forward the mail to specific subordinates to be processed depends on the content of the letter.

The Treasurer in other hand, will handle all the revenue including Non-taxed States Revenue. With the help of the writer or intern, they will receive the revenue to be processed and calculated. Then, the interns will report and register the amount of revenue that they receive on SIMARI website. After it being registered, the money will be deposited in BTN Bank with the deposit check. Treasurer also handle all things related to finance in the District Court.

There's also Inventory Operator who is in charged and responsible all things related to operational work items and States-owned inventory. They will

order the operational work item to the distributor. First, they must identify what items that already run out in the storage. Then once the list is completed, they will call the distributor to send the items as soon as possible. The Inventory Operators also need to report the conditions of all the States-owned inventory periodically. They also will register the brand new items both operational items and States-owned items.

Here, the writer is assigned and given responsibility to specific tasks as Administrator and Financial operator. From all the Administration and Finance Procedure mentioned above, the writer also given responsibility to do those task as well. Here are some of the tasks that the writer does during his internship in the Bekasi District Court Special Class 1A as part of Administration and Finance subdivision:

1. Record and Register Incoming mail

Scan and register the incoming mails to be disposed by either Chief of Court and Vice Chief of Court. Write down the serial number of the registered mails based on the specified division in expedition . Then, distribute the hardcopy to the related divisions or to the specified division.

2. Prepare the Requested Operational Work Items

Prepare all the stored stuffs or items for all divisions if requested by the representative of each divisions. Make sure all the requested items are correct and ready to use.

3. Register Requested Operational Work Items

After all the items picked up by the representatives of the division that request the items, all of the items must be registered in the DIPA book. DIPA is budget implementation documents prepared by Budget User or Budget User Authority. DIPA book is recapitulate periodically by the Inventory Operator

4. Record Empty Operational Items

All the empty items has to be listed in a notebook so then the Inventory Operator or Treasurer can order the empty stuffs. When the ordered items arrived, it must be stored in the storage neatly.

5. Input The Inventory Classification in SAKTI App

All the states-owned inventory must be reported and classified in SAKTI app. Both conditions and quantity of the inventory must be reported and registered in the app.

6. Telephone Operator

When the phone rings, it is the obligation for the writer to pick it up. Then, answer the questions or request from either internal and external party. Direct the call if requested and provide clear information to the caller.

7. Make Letter of Provision Funds

SPPD or Letter of Provision Funds is required when there are some Bekasi District Court staffs who are assigned to take trips to specified location on the order of Chief of Court. One of the staff will send the

latter of assignment so then the SPPD can be made. Usually, there are more than one staff assigned. One SPPD latter is only for one staff. When there are two staff assigned, two SPPD latter is required for each staffs assigned with registered number. Then, the latter is delivered to those who request the SPD latter.

8. Register and Deposit Non-Tax States Revenue

Receive the cash of Non-Tax States revenue from the Clerk of Law and input the data in the SAKTI app. Check and recheck the amount of cash and match it with the printed data. Then, make the check and deposit the cash to the BTN Bank.

CHAPTER IV

REPORT OF OBSERVATION FINDINGS

A. Data Description

In the data of the research, the data are analyzed from activities of a month observation as the administrator in Bekasi District Court. The writer make an observation for 2 month started from May 15th to July 15th with working hours of 9 hours. The writer took part in the following activities carried out by Bekasi District Court. During the observation, the writer carry out jobs such as data input, inventory management, and financial related jobs. As the governmental institution that responsible for delivering fair justice to the society, this organization is high demanding in transparency and demand high quality ourput from it's staffs. The writer is mentored by some experienced and competent human resource in Bekasi District Court. The writer is guided and supervised by Mrs. Meilisa Lydya, S.E., MM, Mr. Agus Utomo, SH, Mrs. Eva Juliantina S.E., Mrs. Riska Herlitasari, and Mrs. Rissa Mentari Sinulingga, A.md. and many other Public and Finance subdivision staffs that the writer can't mention here one by one.

In this data research, the writer will explain the findings during internship in Bekasi District Court. The writer will explain the obstacle and the solution on how to overcome those obstacle. This chapter also will give the reader the schedule and everyday activities during 2 months of observation in Bekasi District Court. Before stepping into the observation finding, the writer

will present the schedule of internship in Bekasi District Court in the table below:

| | Days | Working Hours | Durations |
|---|-------------|----------------------|------------------|
| 1 | Monday | 7:30 am – 4:30 pm | 9 hours |
| 2 | Tuesday | 7:30 am – 4:30 pm | 9 hours |
| 3 | Wednesday | 7:30 am – 4:30 pm | 9 hours |
| 4 | Thursday | 7:30 am – 4:30 pm | 9 hours |
| 5 | Friday | 7:30 am – 4:30 pm | 9 hours |
| 6 | Saturday | Off | |
| 7 | Sunday | Off | |

1. Data of the Research

Data one month research

I. Data : May 15th – June 16th 2023

- a. Monday – Friday : May 15th – May 19th 2023
- b. Monday – Friday : May 22nd – May 26th 2023
- c. Monday – Friday : May 29th – June 2nd 2023
- d. Monday – Friday : June 5th – June 9th 2023
- e. Monday – Friday : June 12th – June 16th 2023

II. Data : June 19th – July 21st 2023

- a. Monday – Friday : June 19th – June 23rd 2023
- b. Monday – Friday : June 26th – June 30th 2023
- c. Monday – Friday : July 3rd – July 7th 2023
- d. Monday – Friday : July 10th – July 14th 2023
- e. Monday – Friday : July 17th – July 21st 2023

2. Time Observation : 7.30 am – 4.30 pm

- a. 7.30 am – 12.00 pm. : Morning Research
- b. 12.00 pm – 1.00 pm : Break
- c. 1.00 pm – 4.30 pm : After Break Research

B. Observation Obstacle

In this part, the writer will explain and identifies the obstacle in each tasks or job description found during the observation in Bekasi District Court. The writer found obstacles in 7 out of 8 job descriptions or tasks that have been

done by the writer Here are the obstacles that the writer found during observation:

1. Record and Register Incoming Mail

The problem occurred in grouping the mail because each mail is assigned and deliver to either the Chief of The Court or Vice Chief of The Court. Sometimes the writer get confuse in selecting the mail. The incoming mail is crucial and has no room for error. The writer must be careful in reading the mail and then determine whether that registered mail is going to end up in Chief of Court or Vice Chief of Court. Sometimes it needs the small detail to differentiate the type of incoming mail. This is where the writer struggles to cope in the first week of the internship.

2. Prepare the Requested Operational Work Items

The writer find a hard time in locating the storage of the specific requested item. The storage of the operational items are spread out through out several storage cabinet. The writer sometimes get lost in trying to find the exact items. The operational work item are requested randomly by each divisions in a random time period as well. Some divisions request items in a higher quantity and it drain more energy. Some items also stored in a cramped storage room and the writer is struggle to pick up the items that piled up in the bottom. It's challenging enough to pick up the items that unreachable by hands due to other items hindering the writer. Therefore, writer needs to moves out some items to reach and pick that items.

3. Register Requested Operational Work Items

The writer needs to register operational work items in the DIPA book. It records all the item which have been given to those who request the items. The writer finds it pretty difficult in finding the exact names of the items since the list is really long and varies greatly. Sometimes the list is non-existent whether because the items is rarely requested or the operator forget to make it.

4. Input The Inventory Classification in SAKTI website

All the states-owned inventory need to be registered in SAKTI website. The problem happened when the writer trying to find the items in the website. The desired item sometimes doesn't appear when the writer try to search it even if it's correctly typed. In several occasion, the writer skip a part of the item list. When the writer notice this after the re-check, the writer need to re-do the input from the skipped list.

5. Pick Up the Telephone Call

When the telephone rings, the intern need to be the first one to pick it up. All the telephone calls from non-District Court member, will directly dial Into Administration and Finance division. In the first and second week of the internship, the writer get confuse on how to answer all the questions asked by the caller. The question is vary from asking the terms and conditions of divorce to how to make free conviction letter. Sometimes, the caller ask a complex and specific detail about a case or specific information.

6. Make Letter of Provision Funds

The problem comes within the default form of the this letter. The default column of the letter to fill up the information is quite small. Sometimes, when the name that we have to fill in the column is too long. It doesn't have enough space to fit all the words. In addition, we can't widen the column or the default format of the letter. Other than that, the border of the column tend to disappear several times. It is like a glitch that occurs randomly. The printing settings tend to lag out and it makes the screen freeze for a seconds or even minutes.

7. Register and Deposit Non-Tax States Revenue

The problem appear when the writer was trying to calculate and match the amount of money with the data. Sometimes the amount of cash doesn't match with the data. Sometimes, the money is stapled and the writer must put out more effort to count it. In addition, the new regulation by Bank of Indonesia doesn't allow us to staple the money. Other problem is the timing for the the writer to receive the cash. We must deposit the money before 12 pm otherwise it will be deposited the next day. Sometimes, the writer receive the money minutes before 12 pm. So the writer must calculate and register swiftly in order to prevent delayed deposit. It can lead to some error in calculating it which can lead to fatal problem.

C. Problem Solving

The writer has some trial and error method in attempting to resolve each problems. With the help of the staffs and colleagues, the writer can overcome

the obstacles that the writer faces. Solutions for those problem help the writer to propel the writer's performance, efficiency, and effectiveness in completing the tasks. These are the problem solving explanation of the obstacles in each task below:

1. Record and Register Incoming Mail

To overcome the obstacle that the writer mention above, first thing first the writer needs to be more careful and thorough in reading the mails. We need to memorize the characteristic of civil and crime case mail. Then, to make sure we don't forget about the characteristic of the civil and crime case, the writer write it down in sticky note and stick it in the writer's desk.

2. Prepare The Requested Operational Work Item

The writer needs to take notice and remember the storage and location of all the items. Actually, the writer can ask the senior staffs about where the specific location of the item is. As the time goes by, the writer get used to locating all the items requested by all divisions. Then, the writer also need to arrange the new items in the storage. By this, the writer can remember the locations of each items. When the writer needs to pick up some heavier stuff, the writer will call other intern to assist the writer in moving out the stuffs. Sometimes, the writer will make an initiative move to tidied up the stuffs to make it easier to prepare the items.

3. Register Requested Operational Work Item

The writer overcome this obstacle by sticking every page of the DIPA book with the bookmark sticker. Then, write down the bookmark sticker with the name of the items based on the page that the bookmark sticker stucked in. If the writer finds out that one the item list doesn't exist in DIPA book, the writer will initiate to print the new page and put it in in the DIPA book. Finally, the writer will write the name of items that previously non-existent in the DIPA book.

4. Input The Inventory Classification in SAKTI App

As the writer mentioned before, several items sometimes doesn't appear when the writer try to search it even if it's correctly typed. To overcome this problem, the writer must write down the serial number of the item. Each item has their own serial number that stucked in each of them. So the writer must search the number in inventory serial number data base and type it in SAKTI App. The items will appear and the writer can start to register those items.

5. Telephone Operator

The writer mentioned that sometimes the caller asked about particular detail and terms on making specific letter. When, the writer doesn't have a clue on how to answer the questions from the caller, the writer will ask the caller first. The writer will ask about the purpose of the caller. For instance, if the caller wants to know about some specific information about the case, the writer will ask what kind of case the

caller is trying to ask. If the caller is trying to ask about specific information regarding the civil case, the writer will direct the phone call to the Civil Case division. When the caller is trying to ask about the crime case, then the writer will direct the call to the Crime Case division. Meanwhile, when the caller wants to know about the information of the application of some specific letter, the writer will direct the call to Clerk of Law division. So, the way the writer overcome this obstacle is by directing the call to a particular division related to the questions of the caller.

6. Make Letter of Provision Funds

To solve the first problem of this task, the writer just need to abbreviate the long words or names. Then, the writer will ask for confirmation of the staff. If they approve the SPPD letter, then the SPPD letter can proceed to the hands of those who request the SPPD letter. Therefore, the writer solve the technical difficulties like the writer mentioned before by re-open the file of the SPPD letter. But, the writer needs to save the progression of the letter first. Then, the writer will re-open the file. Finally, the technical problem will disappear and the writer can continue the task.

7. Register and Deposit Non-Tax States Revenue

The writer overcome the first problem of this job description by recalculate the amount of money. when the amount of money doesn't match the data after the second calculation, the writer will inform the

Treasury. Also, the writer needs to inform the Clerk of Law and bring back the data and the money back to the Clerk of Law for data revision. Then, after the revision, the writer receive the corrected data to recalculate and register it in SIMARI website. The writer also will inform and remind the Clerk of Law to not staple the money so it will be easier to count. Lastly, the writer will tell the Clerk of Law to give the soon to be deposited money as early as possible. Otherwise, the writer will do this task rapidly because those Non-Tax States Revenue money can't be deposited after 12 pm.

CHAPTER V

CONCLUSION AND SUGESTION

A. Conclusion

The writer finally can conclude this research based on the questions of the research of this paper. Each questions will be answered in the form of point below. It will also conclude the findings during internship beyond the 3 questions of the research. Here are the answers and conclusion of the research:

1. Based on the analysis, the writer concluded that there are several job description from being an administrator and financial operator in Bekasi District Court. Those job description are record and register incoming mail, prepare the requested work items, register requested work items, input the inventory classification in SAKTI app, record empty operational items, telephone operator, make provisional letter funds, register and deposit non-tax states revenue. A total of 8 job description found during the internship. From those job description the writer conclude that being an administrator and financial operator is not an easy job to do. The writer also conclude that the whole Bekasi District Court procedural from upstream to the downstream has been designed in such way to make a seamless service for the people who seeks and settle justice.
2. The writer found out that 7 out 8 job description has their own obstacle. Other than record empty operational items, the writer has faced adversaries and obstacles from technical to fundamental obstacle. All of the obstacles

the writer faced has been overcome during the 3 months of internship as administrator and financial operator in Bekasi District Court. Those obstacles were found in a random period of the internship. The obstacles were varied from technical to fundamental problems.

3. The writer concludes that each of the obstacles were resolved. There were 7 obstacles which all have been resolved either by trial and error or with the help of the staff. Patience was the key to the most of the obstacles. Being thorough was also needed to overcome all the challenges. The writer also had to be creative in some of the obstacles. Sometimes, the writer will call for help to the writer's colleague or Bekasi District Court staffs. Internet also contribute to overcome some of the challenges during the internship. Ultimately, the writer was able to resolve all of the obstacles and when the same obstacle re-occurs, the writer easily took on that obstacle.

Being an administrator and financial operator require a nimble, thorough, mentally strong, firm and honest individual to do the job description that the writer mentioned before. Overall, being administrator and financial operator really need to know and understand what they do. Because all the end product of Bekasi District Court is fatal.

B. Suggestion

In this suggestion section, the writer provide suggestion to all the parties involved in this observation to further develop this scientific paper and for the

development of STBA JIA, Bekasi District Court, and the future research. These suggestions are as follows:

1. For STBA JIA, the writer would suggest STBA JIA to provide more facility to the students. Other than that, the current references book in the library are not enough in terms of variation and quantity. When the book collection in library is vary and numerous, it will be easier to find references for scientific paper, thesis, or even an assignment.
2. For Bekasi District Court, the writer would like to suggest the Bekasi District Court to step up the technological aspect of the system to make it easier for the people who seeks justice. It's also better to have a better and more furnished facility. The brand new states inventory also needed for the better continuity of the Bekasi District Court.
3. For Future Research, it is better to further develop this paper by using other subject and theories. Also, it would be better to find differences in administrator and financial operator in other judiciary institution such as Religious Courts, States Administration Court, or even High Court.

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GLOSARIUM

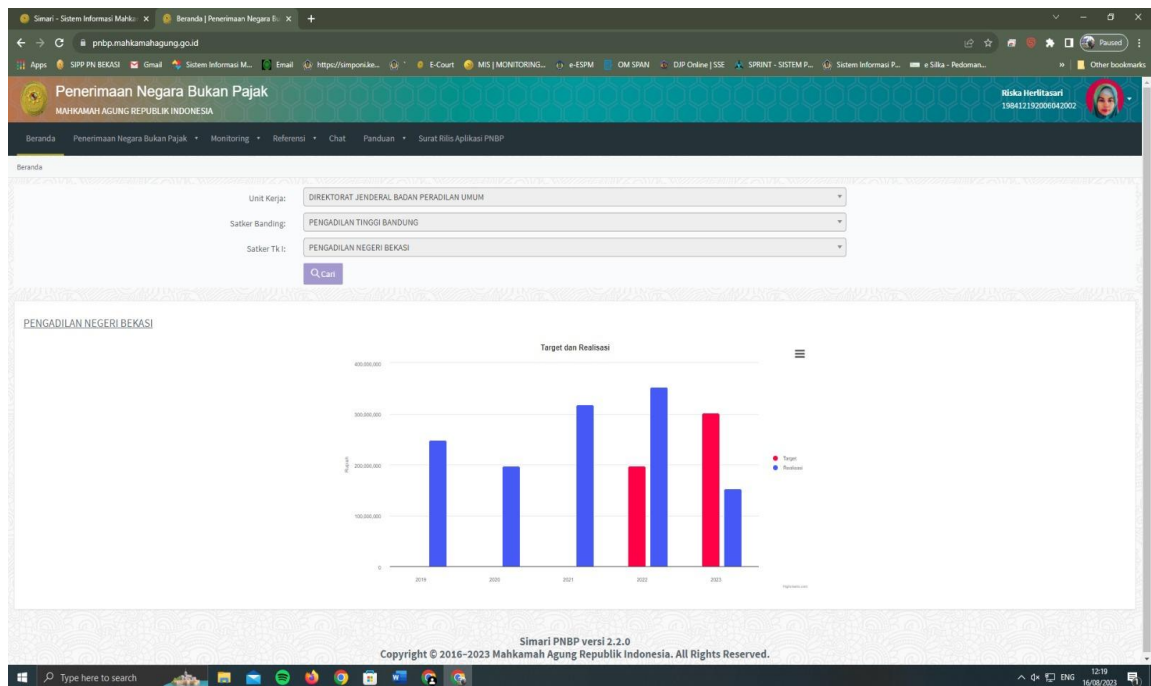
| | |
|------------|---|
| E-RATERANG | : Electronic certificate service. |
| DIPA | : Budget implementation documents prepared by the user. |
| SAKTI | : Institution level financial application system. |
| SIMARI | : Supreme Court app's to fill out worksheet report and Non-tax states revenue for the Supreme Court's instances and judiciary under it. |
| SPPD | : Letter of provision funds. |

APPENDICIES

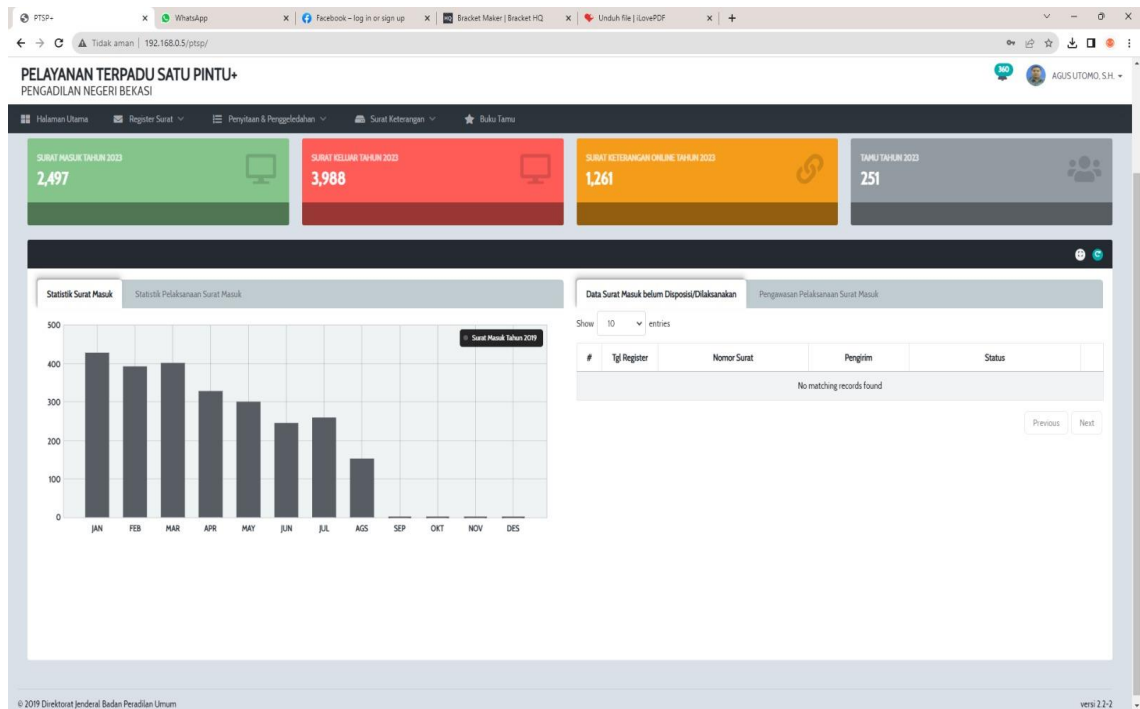
Appendix 1: Picture of the writer during workhours



Appendix 2: Picture of the PNPB website



Appendix 3: Picture of PTSP/Bekasi District Court's mail website



Appendix 4: Picture of PNBP data input page

The screenshot displays the 'Penerimaan Negara Bukan Pajak' (PNBP) data input page. The page is titled 'Transaksi - SBS' and includes the following information:

- Header:** Penerimaan Negara Bukan Pajak, MAHKAMAH AGUNG REPUBLIK INDONESIA, Riska Heritassari (150412152005042002).
- Navigation:** Beranda, Penerimaan Negara Bukan Pajak, Monitoring, Referensi, Chat, Panduan, Surat Rilis Aplikasi PNBP.
- Form Fields:**
 - Periode Anggaran: Agustus 2023
 - Unit Kerja DIPA: DIREKTORAT JENDERAL BADAN PERADILAN UMUM
 - Satuan Kerja: PENGADILAN NEGERI BEKASI
 - Tanggal Terima: 16-08-2023
 - Nama Pemberi Uang: [Empty]
 - Alamat Pemberi Uang: [Empty]
 - Kelompok PNBP: Fungsional Umum
- Rincian Table:**

| MAP dan Urutan | Volume | Harga Satuan | Jumlah |
|---|--------|--------------|--------|
| Masukkan Urutan Untuk Penerimaan Disini | | | |
| + Tambah Data | | | |
- Footer:** Jumlah: [Empty], KPPN Penerbit (SPN / SPJN): B E K A S I, Nama / NIP (Bendahara Penerimaan): Riska Heritassari (150412152005042002).

Appendix 5: Picture of mail expedition book



Appendix 7: Picture of one of operational item storage



Appendix 8: Picture of the writer during one of the Bekasi District Court's Program



PENGADILAN NEGERI BEKASI

KELAS IA KHUSUS



PELAKSANAAN PENYERAHAN BANTUAN DANA BEA SISWA (BDBS) OLEH DHARMAYUKTI KARINI CABANG BEKASI

BerAKHLAK bangga melayani bangsa

www.pn-bekasikota.go.id

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Profesional Akuntabel Transparan Responsif Inovatif Objektif Tuntas

Appendix 9: Picture of the writer amongst Bekasi District Court Family



BIOGRAPHY



The writer was born on November, 25, 1996. He is originally from Indramayu, West Java. He is the first child of Tn. Akmal and Ny. Dayawati. He was educated at SDN Karangasem I in 2003-2009 and continued study at Sekolah Islam Terpadu Al-Multazam in 2009-2015. He was graduated from SMA Islam Terpadu Al-Multazam in 2015 which located in Kuningan, West Java.

