



JOB DESCRIPTION

JOB TITLE:	Judicial Assistant	FLSA:	Non-Exempt
DEPARTMENT:	District Court	GRADE:	A4
REPORTS TO:	Judge	DATE:	10/06/2016

SUMMARY OF JOB PURPOSE:

Provides varied, complex and often confidential administrative assistance to a judge in a specified court; provides efficient, accurate and timely responses to questions and concerns of the public; directs the activities of and ensures that day to day judicial activities of the court are performed in an effective and efficient manner.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Directs and oversees the functioning of the judge's office.
- Coordinates the schedule of the judge with that of court administration, attorneys, prosecutor's staff, law enforcement officials and others participating in specific cases.
- Explains departmental procedures to attorneys and their support staff.
- Ensures that files and all relevant materials are available for cases as required; reviews documents and ensures that proper signatures are obtained and that documents are distributed to the proper offices or persons.
- Receives and screens visitors and telephone calls, providing information which requires the interpretation of court policies and procedures; receives calls from pro se litigants and gives information and direction.
- Researches and compiles a variety of informational materials; contacts representatives of various County departments to obtain materials; researches legal-specific information to ensure that appropriate documents are provided for judges' signature.
- Summarizes information compiled and prepares periodic or specialized reports related to the work of the court.
- Composes a variety of legal documents, correspondence, reports and forms from drafts, notes, dictated tapes or brief instructions; composes standard correspondence and other materials independently.
- May take and transcribe dictation, depending upon the judge to which assigned.
- Proofreads prepared materials for accuracy, completeness and compliance with court and County policies and procedures.
- Organizes and maintains various files; locates information as required for the work of the department; tracks the issuance of official documents; may purge files and/or prepare information for long term storage.
- Enters and retrieves data and prepares reports using an on-line or personal computer system; may operate and maintain data base or other automated files and systems.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JUDICIAL ASSISTANT

ESSENTIAL FUNCTIONS; (continued)

- Follows up on projects; transmits information to other departments or to organizations outside of the court; keeps informed of court activities so as to give out appropriate information and coordinate support activities.
- Prepares and coordinates protective orders to include verifying information, preparing order and affidavits for the judge.
- Receives and processes fines and other monies prepares receipts and balances for such monies.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

High School diploma/GED; AND four (4) years of legal office or court services administrative support experience; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Policies and procedures related to the department.
- Legal terminology, procedures and concepts, particularly as related to court procedures.
- Office administrative and secretarial practices and procedures, such as business letter writing and the operation of common office equipment.
- Record keeping, report preparation, filing methods and records management techniques.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary;.
- Standard business arithmetic, including percentages and decimals.
- Basic practices and terminology and found in a court or similar legal office setting.
- Basic budgeting principles and practices.
- Techniques for dealing with the public, in person and over the telephone.



JUDICIAL ASSISTANT

Skill in:

- Providing varied, responsible, and often confidential secretarial and office administrative assistance to a judge.
- Interpreting, applying and explaining complex policies and procedures.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Analyzing and resolving office administrative situations and problems.
- Researching, compiling, and summarizing a variety of informational materials.
- Composing correspondence independently or from brief instructions.
- Communicating effectively in person and over the telephone, often where relations may be confrontational or strained.
- Organizing own work, setting priorities and meeting critical deadlines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- May require Notary Public certification.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to remain seated for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone.