

JUDICIAL ASSISTANT

JOB PURPOSE AND SUMMARY

This is highly responsible, independent and varied clerical and technical work in support of a Superior or District Court Judge. Employees in this class are responsible for performing clerical and technical work which requires independent judgment within policy guidelines and considerable knowledge of legal terminology, processes and procedures. Work requires a high degree of reliability, accuracy and speed and the ability to prioritize.

Incumbents are required to perform duties independently, with limited supervision and general guidance from the assigned judge or court manager. Incumbents do not normally supervise others, although incumbents with significant experience may train others when necessary.

CLASSIFICATION DISTINCTIONS

The Judicial Assistant is differentiated from the Court Assistant classification series in that it provides support specifically to an assigned Judge. A thorough knowledge of the court department's goals, objectives, and operation, is required, as is a detailed knowledge of the judge's preferences, schedule and work style. Judicial Assistants work under broad guidelines and must demonstrate considerable judgment and initiative.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

- Provides in court and out of court support for the judge.
- Maintains video or audio tape record of proceedings, log sheet and other records necessary if the case is appealed or reviewed.
- Prepares and distributes legal forms, orders, warrants, and updates the court's automated information system (DISCIS within District Court and SCOMIS within Superior Court) with information such as hearings held, dispositions, sentence conditions, warrants, no contact orders, domestic violence orders, anti-harassment orders, name changes, probation violations and civil judgments.
- Schedules civil and criminal jury and bench trials, as well as motions, sentencings, and other hearings. Relays information about judicial absences and schedule changes to the clerk's office, other county departments, attorneys, and parties. Manages the scheduling and flow of cases to promote judicial efficiency.
- Assists judge with jury trials. May attend court and perform court related functions such as, marking and keeping evidence, supervising the movement of jurors, acting as liaison between the judge and jurors, arranging for meals, and contacting attorneys when needed for juror questions or a verdict. Prepares and maintains court rooms for proceedings.

- Responds to inquiries from pro se defendants, attorneys, clerk's office personnel, county agencies and the public regarding cases and court procedures. Calls attorneys, other agencies and parties to obtain or relay case information. May perform receptionist duties including answering phones and routing incoming calls.
- Monitors cases to ensure they are heard within speedy trial limits. Monitors, updates and initiates dismissal of deferred prosecution, stay of prosecution, and deferred sentence cases.
- Perform other duties as assigned.

QUALIFICATIONS

Education and Experience:

- An Associate's Degree or equivalent experience and three [minimum] to six [desirable] years of progressively responsible office or secretarial work experience within a court environment.
- Any combination of training and experience that would provide the required knowledge, skills and abilities will be considered.

Knowledge of....secretarial functions, services and techniques, court and legal practices and procedures; policies, procedures and practices applicable to the court; relevant technological applications and resources; business correspondence standards including English, grammar, formatting, spelling and punctuation.

Ability to....develop and maintain effective working relationships with management, employees, elected officials, and the general public; communicate effectively, both orally and in writing; demonstrate resourcefulness and tact in public contacts; utilize necessary computer applications at an advanced level; understand and follow broad and complex instructions; exercise considerable judgment and initiative; handle sensitive and confidential matters and situations; perform a variety of independent research and analysis activities.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

Incumbents typically work in an office setting. Essential tasks involve reading and review of written documents and the use of personal computer software applications; oral communications both in person and via telephone. Work may involve the incumbent in evening meetings.

Office use: 6/22/00