

COURT ADMINISTRATION JUDICIAL ADMINISTRATIVE ASSISTANT

Definition:

This position involves confidential clerical and administrative duties, which involve varied and moderately complex work methods and functions.

Responsibilities of this position include specialized legal and clerical work, confidentiality, maintaining and providing assistance to pro se litigants in completion of petitions and complaints.

Work is performed under the supervision of the Court Administrator / Deputy Court Administrator. Assignments can be routine in nature and should be carried out in accordance with general work instructions and established clerical practices, procedures and precedents.

Examples of Work:

Performs general secretarial and clerical duties.

Assists with maintaining form files and assists pro se litigants in completion of proper paperwork to be filed with the Court.

Assist with court scheduling and event calendars.

Assist in maintaining and operating video equipment.

Answers phone, interviews callers and answers routine telephone inquiries.

Opens screens and distributes mail, composes replies to routine correspondence.

Make service of documents prepared by Court Administrator and Deputy Court Administrator to the appropriate offices and counsel.

Maintain a record of service of documents in alphabetical order in a binder. There must be a separate list for criminal and civil.

Complete all aspects of jury list.

Mail out all jury excuses or denials as approved by Court Administrator.

Provide jurors and/or court participants with letters for their employers stating their presence in Court.

Assist with all the ordering of supplies requested by various Court related personnel. Making sure that the Court Administrator's closet and filing cabinet are always adequately stocked with supplies.

Complete Temporary Protection From Abuse Orders and the PFAD System and take to the assigned Judge to review.

Perform any other duties as may be designated by the President Judge, Court Administrator or Deputy Court Administrator.

Required Knowledge, Skills and Abilities

Thorough knowledge of business English, legal terminology, spelling, grammar and punctuation.

Thorough knowledge of modern office practices, procedures and equipment.

Ability to use computers for spreadsheet, word processing, database management, and other applications.

Ability to operate electronic mail systems and coordinate the flow of information both internally and with other organizations.

Knowledge of the operation and procedures of the all aspects of the court system.

Ability to independently compose replies to routine correspondence.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships with judicial authorities, lawyers and the general public.

Ability to uphold strict confidentiality rules.

Minimum Training and Experience

Completion of high school diploma or equivalent, one to two years of secretarial and experience and criminal justice experience.

Or, any equivalent combination of acceptable training and experience.