

## **JUDICIAL ADMINISTRATIVE ASSISTANT**

### **GENERAL DEFINITION**

This position involves confidential clerical and administrative duties including varied and moderately complex work methods and functions.

An employee in this class performs a variety of functions. Work normally involves the application of initiative and independent judgment to procedural questions which are encountered, although decisions made are limited by established precedents and County policies. Work is performed under the supervision of the Court. The employee, because of the nature and confidentiality of the subject frequently dealt with, is required to exercise discretion, independence and judgment.

Responsibilities of this position include specialized legal and clerical work and confidentiality.

### **EXAMPLES OF WORK**

Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.

Composes replies to routine correspondence.

Greets visitors and callers, handle their inquiries, and direct them to the appropriate persons according to their needs.

Answer public inquiries, attempts to resolve complaints and refers more complex complaints to appropriate official.

Perform any other duties as may be designated by the Court.

This job description shall include, but is not necessarily limited to, the above duties.

### **REQUIRED KNOWLEDGE, SKILL AND ABILITIES**

Considerable knowledge of legal terminology and process.

Considerable knowledge of business communications, spelling, punctuation and office procedures.

Ability to operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications. Operate electronic mail systems and coordinate the flow of information both internally and with other organizations.

Ability to meet and deal effectively with associates and the general public. Good interpersonal skills a must.

### **MINIMUM TRAINING AND EXPERIENCE**

Completion of high school diploma or equivalent and one to two years of secretarial and general clerical experience.

Or, any equivalent combination of acceptable training and experience.

### **HOURS AND SALARY**

Thirty-three (33) hours per week. Starting salary \$20,000.00 (\$11.65/hour).