

JUDICIAL ASSISTANT – CIRCUIT 8320

Distinguishing Characteristics of Work

This is very responsible work performing a variety of administrative and secretarial duties for managing the office of a Circuit Court Judge. The Judicial Assistant manages the judge's court and professional calendar coordinating and scheduling motions, pre-trial hearings, trials, conferences, and committee meetings. The Judicial Assistant also reviews case files for accuracy, format compliance and completeness before scheduled hearings. The Judicial Assistant is the judge's liaison to assist and inform litigants, attorneys, law enforcement personnel and witnesses concerning court procedure and policy. The Judicial Assistant receives, reviews, and distributes incoming mail and composes responses to routine correspondence. Frequent working contacts are made with judges, offices of the Clerk of Court, Trial Court Administrator, State Attorney, Public Defender, private attorneys, law clerks, state and local law enforcement, witnesses, bailiffs, criminal justice and social service professionals, the news media, and the general public. Work is often of a sensitive and confidential nature. The Judicial Assistant must observe high standards of conduct. Work requires independent judgment and is performed under the general supervision of a Circuit Court Judge.

Education and Training Guidelines

Graduation from a standard high school or an equivalency diploma issued by a state department of education or the United States Armed Forces, and four years of responsible experience as a legal secretary or paralegal assistant.

Knowledge, Skills, and Abilities

Working knowledge of trial court (including civil, criminal, domestic, probate, and juvenile) rules and procedures. Ability to work with minimal supervision and recognize and establish work priorities. Ability to handle sensitive matters with integrity and confidentiality. Ability to communicate clearly and effectively. Ability to handle individuals who are under stress with courtesy, tact, and patience. Ability to organize and coordinate schedules of various individuals and/or groups on the court calendar. Ability to operate standard office equipment including personal computers and word processing and data entry applications for case management.

Effective: October 1, 1994

Revised: October, 2007