

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: JULY 13, 2016
CLOSING DATE: JULY 26, 2016

DEPARTMENT: Superior Court – Div. I

POSITION: Judicial Assistant

LOCATION: Globe

JOB CODE: 16-064

ANNUAL SALARY: \$38,600-\$41,495 DOE

PURPOSE OF THE JOB

The purpose of this job is to relieve an assigned judge of day-to-day administrative and business details and to provide efficient, accurate responses to questions and concerns of the public, attorneys and other agencies.

This position organizes and directs judicial activities, court staffing activities and aids judges and attorneys in accomplishing the effective and efficient disposition of court cases. Duties include screening calls and visitors, assisting the public and other professionals, calendar management, case preparation, prioritization and management. The position is also responsible for preparing orders and correspondence, meeting and travel arrangements, HR functions and maintaining office supplies.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Screens visitors and telephone calls and provides information to public, other court staff, attorneys and law enforcement personnel.	15%
• Assists in managing court calendar events, checks files in preparation for hearings, and coordinates and monitors telephonic appearances for court hearings.	20%
• Researches, monitors and prepares cases set on trial calendar for judge.	10%
• Reviews and prioritizes court files and pleadings for judge's action and monitors pleadings and motions for judge's future action, including monitoring cases under advisement to meet state compliance.	15%
• Composes and types routine orders and correspondence, transcribes dictation, provides written and/or oral clarification to requests, and distributes legal documents to appropriate persons and agencies.	10%
• Prepares staff travel claims, maintains office supplies, routes bills for payment, assists in developing and monitoring judge/court budget and tracks use of leave and prepares timesheets.	10%
• Manages judge's conflict cases from other counties from inception to disposition.	10%
• Arranges meetings with various officials/agencies and prepares agendas and packets.	10%
• Performs other duties as assigned	

BUDGET RESPONSIBILITIES

This position reviews, edits and approves for submission department level budget.

PROJECT RESPONSIBILITIES

Provides project research support on process improvement projects.

ORAL COMMUNICATION DUTIES

This position trains colleagues, explains County procedures or processes and responds to public inquiries.

WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, internal memos, emails, formal letters, reports and procedures.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts regularly with internal coworkers and other departmental personnel over the telephone, by email, and/or in person. Incidental contact with the public may occur as part of the work location.

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INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Continuously (More than 70% but less than 85% in a year)

MINIMUM EDUCATION REQUIRED

High School Diploma or GED

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Five (5) years directly related experience; or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED

None

KNOWLEDGE REQUIRED

Principles of record keeping, case files and records management; legal and law enforcement terminology; court processes and procedures; courtroom practice and procedures; general office practices and procedures; business English, spelling, punctuation and grammar; data entry and verification procedures: business and personal computers, and business office software applications.

SKILLS REQUIRED

Skill in transcribing at a rate of 80 words per minute. Skill in typing with speed and accuracy at a net speed of 60 wpm. Active learning, active listening, communicating diplomatically, customer service, diversity awareness, time management, multi-tasking, typing and data entry. Data entry quickly and accurately, legal research, effectively communicating verbally and in writing, establishing and maintaining effective working relationships with employees, judges, attorneys, law enforcement other agencies and the public.

ABILITIES REQUIRED

Read and write minimum High School level, make sense of multiple information, focus, multi-task, maintain calm demeanor in stressful situation, create legal, professional and technical correspondence; read legal documents and extract relevant information; plan, prioritize and carry out assignments with minimum supervision; manage court calendar and schedule complex agendas; resolve problematic situations quickly and handle multiple tasks.

PHYSICAL DEMANDS

- Regularly sits to complete day-to-day tasks.
- May be required to lift work related materials up to 25 lbs.
- Constantly requires dexterity for keyboard operation.
- Incumbents in this position may be required to routinely walk to and from work sites, bend and twist.

WORK ENVIRONMENT

Incumbents in this position constantly spends time in office environment; spends time in lobby environment; occasionally spends time in classroom(s) and in court rooms.

SAFETY RISK EXPOSURE

Incumbents regularly may be exposed to individuals with a high level of emotional distress or to verbal abuse by customers or citizens.

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department.

CONSEQUENCES OF ERROR

Potential errors can result in unfavorable public perceptions and legal ramifications.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.