



## **ARIZONA SUPERIOR COURT IN PIMA COUNTY**

### **Job Description**

**Job Title:** Judicial Administrative Assistant

**Job Code:** 8090

**Pay Grade:** 47

**FLSA Status:** Exempt

### **PURPOSE OF CLASSIFICATION:**

Performs highly skilled administrative and secretarial support work for a Judge or Commissioner in Superior Court and Juvenile Court. Performs work involving knowledge of legal procedures, principles, forms and terminology.

### **ESSENTIAL FUNCTIONS:**

- Exercises considerable initiative, latitude and independent judgment, with limited supervision, making decisions in regard to case flow management for the division, such as requests to calendar and/or vacate hearings or trials and calendar additions.
- Serves as the judicial liaison for the division by answering, directing and responding to incoming calls from the legal community, the public and court staff. Performs research necessary to answer inquiries or resolve problems and/or complaints.
- Reviews incoming documents, mail and pleadings to ensure compliance with court rules, local rules, Rules of Criminal and Civil Procedure and Arizona Revised Statutes.
- Sets priorities for incoming documents and requests from the Judge or Commissioner, court staff, legal community and/or the public.
- Monitors, coordinates and manages the division's calendar by entering data into an automated or manual division calendar from minute entries, court documents and pleadings. Assigns hearing dates and trials for the division and enters hearing dates and trials into the court's automated tracking system. Coordinates the division calendar with the calendar of others.
- Organizes and verifies that legal files are prepared for the Judge or Commissioner's court calendar, which may include identifying key documents or obtaining additional records or exhibits.
- Reviews all minute entries, under advisement rulings, orders, notices and other documents to ensure accuracy in the proceeding or document and verifies that all pertinent hearing dates and results have been entered into the court's tracking system.
- Prepares, drafts and finalizes all in chambers orders, notices and under advisement rulings generated outside of the courtroom setting, as well as correspondence and memoranda.

- Reviews all settlement conference disposition information sheets on a weekly basis to determine if trial dates presently scheduled shall remain on the date/time assigned or should be rescheduled based on a calendar conflict.
- Schedules and coordinates the appearance of attorneys, interpreters, reporters and/or professional experts as needed. Schedules and maintains the division calendar of non-trial related events.
- Conducts periodic in chamber reviews of inactive files for future hearing dates, fiduciary compliance (probate only), for preparing inactive notices and for overall compliance with court orders.
- Processes all petitions for post conviction relief and the on-going management of the petition calendar.
- Drafts confidential legal documents, memoranda, forms and correspondence using a desktop computer. Prepares preliminary and final jury instructions and the jury verdict forms, if directed by the Judge.
- Maintains chamber files for cases assigned to the division, maintains office files, suspense files for hearings and division reference publications.
- Prepares and completes travel arrangements and forms for the Judge or Commissioner and submits necessary forms for reimbursement of expenses. Prepares annual financial disclosure statements for signature and distribution.
- Takes and transcribes dictation.
- Explains and monitors compliance with rules and procedures for the court.

**ADDITIONAL RESPONSIBILITIES/DUTIES**

- Monitors, trains and coordinates work assignments with division staff.
- May perform the functions of the bailiff as needed.
- May chair and/or serve on various court related committees.
- Maintains division office equipment and supplies for the office and courtroom.
- Performs related duties and projects as necessary.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have considerable knowledge of legal terminology, legal practices and procedures, business English, spelling, grammar, punctuation, legal record keeping and general office practices and procedures.
- Must have a familiarity with a court structure, court operations, rules, regulations and procedures for various proceedings.
- Must have knowledge of using a computer and Windows based software such as Outlook, Excel, Word, WordPerfect, Adobe Acrobat and the ability to work with databases.
- Must have the ability to exercise independent judgment in making decisions and demonstrate tact and diplomacy when representing the Judge and the court to the legal community, the public and other court staff. Incumbents must adhere to the code of conduct for judicial employees.

- Must have strong skills to effectively interpret, explain and monitor compliance with court policies, legal practices and procedures; preparing various legal documents and correspondence and maintaining the confidentiality of information.
- Must have the ability to communicate effectively, interact with diverse groups of people, and respond to emotionally charged individuals in a professional and productive manner.
- Must have the ability to perform multiple tasks simultaneously in a flexible and efficient manner.

**MINIMUM REQUIREMENTS:**

A high school diploma or equivalent GED Certificate and four years of progressive administrative and secretarial experience working in a court system or legal office environment processing legal documents, or an equivalent combination of education and experience.

(Relevant administrative experience may substitute for up to two years of secretarial/clerical experience.)

(Relevant education may substitute, on a one for one basis, for up to two years of the experience.)

This position requires successfully passing current written and performance tests.

**LICENSES AND CERTIFICATES:**

None required.

**PHYSICAL DEMANDS/WORKING CONDITIONS:**

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

**DISTINGUISHING CHARACTERISTICS:**

This is an unclassified position that reports to a Judge or Commissioner. This position performs duties under limited supervision and has oversight responsibilities for the work of other judicial division staff. Superior Court Judges and Commissioners may rotate judicial assignments between the Criminal, Civil, Domestic, Probate Bench and Juvenile Court. Judicial Administrative Assistants are required to rotate judicial assignments with the Judge.

Date: 09/01/93

Revised: 03/95; 08/96; 02/00; 06/13/05