

## **JUDICIAL ASSISTANT TO CIRCUIT COURT JUDGE**

### **GENERAL DEFINITION**

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Performs complex administrative and technical tasks as a judicial assistant. Must exercise initiative and independent judgment in performing complex evaluation and analysis of various tasks and projects, as assigned.

### **ORGANIZATIONAL RELATIONSHIP**

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Work is performed under the general supervision of the judge or judges of the Circuit Court serving Franklin County.

### **TYPICAL TASKS**

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- Coordinates matters involving judges, attorneys, Office of the Executive Secretary of the Supreme Court of Virginia, witnesses, litigants, jurors and the public in general concerning any and all matters relating to the Circuit Court, including screening of calls and conferences with Judges in connection with the Circuit Court; Acts as a liaison between attorneys, the Court, and the jail involving inmate activities;
- Prepares all financial matters including preparation of budgets; processes financial documents concerning the Circuit Court and any other related matters required by the Supreme court of Virginia;
- Has sole responsibility for monitoring the progress of Civil and Criminal cases beginning with a case's filing. Must insure that the case is set for trial within time limits set by the court. Maintains complete control of the Circuit Court docket; prepares court orders as needed. Has sole responsibility for setting all trial and hearing dates. Maintains calendars for the judge(s), including court schedules, appointments and completion of tasks; arranges meetings. Schedules and updates court docket, notifies all personnel of changes; Within authority delegated by the Judges, exercises independent decision making as to continuances and other matters in the absence or unavailability of the Judge.
- Independently composes and prepares letters, documents and orders to be signed by a Judge. Transcribes and types a variety of documents, prepares memos, letters and reports and composes such items as needed.
- Serves as Office Manager;
- Provides oversight for various administrative policies and procedures as well as assigned projects; Assists judge(s) with special projects and on-going research;
- Handles inquiries from the public by obtaining needed information or assistance; receives and monitors responses to citizens' service requests;
- Prepares jury instructions for the Court and attends to other preparation of documents required by the Court during or necessary for any trial in the Circuit Court;
- Acts as court reporter if required;
- Assists indigent defendants in preparation of forms requesting attorneys, locates and selects court appointed attorneys for indigent defendants and coordinates trial dates.
- Sets and coordinates jury trials, monitors jury attendance, and assists the court by working with individual jurors.

### **ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES**

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Comprehensive knowledge of legal office practices and techniques of public or business administration, with familiarity of the judicial and legal system; knowledge of legal terminology, spelling and grammar; ability to organize and perform work independently; ability to take and transcribe dictation for Dictaphone; ability to deal effectively with other employees; strong public relations skills to maintain effective working relationships with public and all court officials; ability to prepare complex records and reports; ability to use a variety of office

equipment; proficient in Microsoft Word; knowledgeable with advanced computer systems; ability to maintain the office law library including keeping supplements current and shelving the books and periodicals which constitute the library. Must be able to assume responsibility for assigned complex functions or task and complete in timely manner and direct the work and/or coordination of others as needed. Working knowledge of the Supreme Court of Virginia Case Management and Financial Systems is preferred.

### **TRAINING, EDUCATION AND EXPERIENCE**

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Any combination of education and experience equivalent to an associate degree with additional course work at the senior level supplemented by five or more years of relevant work experience. Bachelor's Degree in related field preferred. Additional experience may substitute for the educational requirements. Previous judicial office management experience required.

### **PHYSICAL DEMANDS**

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Must be able to occasionally lift 15 pounds and sit for long periods of time at a desk.

### **WORK ENVIRONMENT**

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Work is generally performed in an office environment

**This description provides information regarding the essential functions of the designated job, and the general nature and level of work associated with the job. It should not be interpreted to describe all the duties whose performance may be required of such employees or be used to limit the nature and extent of assignments such an individual may be given. (Updated 07/03/07)(Updated 08/27/08)**

#### **FLSA Status:**

- Exempt – Executive Discretionary
- Exempt – Professional Compensatory
- Exempt – Administrative Compensatory
- Non-Exempt

Pay Grade

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