



## Career Service Authority

### Judicial Assistant I

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#### GENERAL STATEMENT OF CLASS DUTIES

Performs entry level clerical/technical office support work processing civil filings; adult, juvenile, or criminal state statute and ordinance violations; probation referrals; and traffic/parking summonses. Coordinates and purges cases in cooperation with the City Attorney's Office, District Attorney's Office and court division staff.

#### DISTINGUISHING CHARACTERISTICS

The Judicial Assistant I is distinguished from the *Judicial Assistant II*, which performs full performance, independent, court specific, technical clerical work facilitating information, procedures and policies enforced by the courts; prepares legal documents, manages files and interacts with defendants, general public, and others as it relates to judicial processes and procedures; performs customer service, data entry, file maintenance, quality control and ensures compliance with court policies, practices, rules of procedure, statutes and ordinances. The Judicial Assistant I is also distinguished from the *Administrative Support Assistant IV (ASA IV)*, which performs specialized and/or technical office support in an occupational specialty area not specific to the judicial system.

#### ***Guidelines, Difficulty and Decision Making Level:***

Procedures, methods, and techniques to be used are well established with options to be considered well defined. Tools, work aids, and materials to be used are specified. Work steps are demonstrated or made clear by straightforward oral instructions.

Duties assigned are primarily routine, repetitive, and restricted in intricacy with little or no discretion in how they are carried out.

#### ***Level of Supervision Received and Quality Review:***

Under close supervision, the employee receives training to develop skills and abilities in a specific line of work or general occupational area. Work product is subject to close, continuous inspection.

#### ***Interpersonal Communications and Purpose:***

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered, or presented and some degree of discretion and judgment are required within the parameters of the job function

***Level of Supervision Exercised:***

None

**ESSENTIAL DUTIES**

Under close supervision, processes civil filings; adult, juvenile, or criminal state statute and ordinance violations; probation referrals; and traffic/parking summonses, which involves: reviewing, approving or rejecting sensitive/confidential judicial information and determining appropriate services and actions within a defined scope.

Receives on-the-job training for the assigned court division on judicial processes and procedures; applicable legal documents, forms, and applications, which includes how to review and evaluate the paperwork and prepare responses; and the judicial case management system, which includes data entry and case file maintenance techniques.

Attends training sessions to learn Denver Revised Municipal Code, Denver City Charter, and state laws applicable to County Court; judicial processes and procedures utilized within the assigned court division; and applicable legal documents, form, and applications processed by the assigned court division.

Explains regulations, policies, and procedures to internal/external customers based on knowledge of a specialized area within a defined scope.

Maintains court records; certifies and seals court documents; coordinates and purges case files in cooperation with City Attorney's Office, District Attorney's Office, and court division staff.

Answers phone calls daily, providing information to customers; screens telephone calls, transfers calls, takes messages, and returns phone calls as necessary; schedules appointments and meetings for court staff members.

Responds to requests for information and record searches from law enforcement agencies; performs background checks, including criminal history checks, and requests driving histories from Department of Motor Vehicle.

Utilizes a computer to input information/data and to create, edit, compile, manipulate, and retrieve files and/or databases and creates reports.

Performs other related duties as assigned.

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Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

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**MINIMUM QUALIFICATIONS**

***Competencies, Knowledge & Skills:***

**Integrity/Honesty** – Displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; chooses an ethical course of action; is trustworthy.

**Conscientiousness** – Displays a high level of effort and commitment towards performing work; demonstrates responsible behavior.

**Customer Service** – Works and communicates with clients and customers to satisfy their expectations. Committed to quality services.

**Flexibility** – Adapts quickly to changes.

**Interpersonal Skills** – Shows understanding, friendliness, courtesy, tact, empathy, cooperation and concern, and politeness to others; relates well to different people from varied backgrounds and different situations.

**Listening** – Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

**Memory** – Recalls information that has been presented previously.

**Reading** – Learns from written material by determining the main idea or essential message. Recognizes correct English grammar, punctuation, and spelling.

**Writing** – Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

**Self-Management** – Sets well defined and realistic personal goals, monitors progress and is motivated to achieve; manages own time and deals with stress effectively.

**Self-Esteem** – Believes in own self-worth, maintains a positive view of self, and displays a professional image.

**Speaking** – Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations; uses body language appropriately.

**Reasoning** – Discovers or selects rules, principles, or relationships between facts and other information.

**Teamwork** – Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

**Technical Competence** – Knowledge of the specialized/technical area. Refers to specialized knowledge that is acquired through formal education or extensive on-the-job experience.

**Decision Making** – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Skill in performing accurate data entry and records retrieval.

Skill in maintaining organized work area and exhibiting excellent attention to detail.

### ***Physical Demands:***

Sitting: remaining in the normal seated position.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.  
Hearing: perceiving the nature of sounds by the ear.  
Repetitive motions: making frequent movements with a part of the body.  
Eye/hand/foot coordination: performing work through using two or more.  
Near Acuity: ability to see clearly at 20 inches or less.  
Depth Perception: ability to judge distances and space relationships.  
Field of Vision: ability to see peripherally.  
Accommodation: ability to adjust vision to bring objects into focus.  
Color Vision: ability to distinguish and identify different colors.

***Working Environment:***

Subject to many interruptions.  
Subject to changing work conditions.

***Education Requirement:***

Graduation from high school or the possession of a GED Certificate.

***Experience Requirement:***

Two years of clerical experience.

***Education/Experience Equivalency:***

Additional appropriate education may be substituted for the minimum experience requirement.

Additional appropriate experience may be substituted for the minimum education requirement.

**CLASS DETAIL**

***FLSA CODE:*** Non-Exempt

***ESTABLISHED DATE:*** 03/23/2008

***REVISED DATE:*** 02/21/2010

***REVISED BY:*** Melissa Fisher

***CLASS HISTORY*** 2/2010: The Distinguishing Characteristics, Essential Duties, and Minimum Qualifications were updated to reflect how the class is used in the agency.