



## Career Service Authority

### Judicial Assistant II

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#### GENERAL STATEMENT OF CLASS DUTIES

Performs full performance, independent, court specific, clerical/technical 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, state statutes and city ordinances.

#### DISTINGUISHING CHARACTERISTICS

The Judicial Assistant II is distinguished from the *Judicial Assistant I*, which 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. The Judicial Assistant I also coordinates and purges cases in cooperation with the City Attorney's Office, District Attorney's Office and court division staff. Next, the Judicial Assistant II is distinguished from the *Judicial Assistant III*, whose primary focus is managing the daily activities of an assigned courtroom; courtroom preparation and coordinating complex and confidential information and office/functional support for judges or judicial officers. Finally, the Judicial Assistant II is 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:***

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

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

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

***Interpersonal Communications and Purpose:***

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

***Level of Supervision Exercised:***

By assignment, performs some elements of lead work.

**ESSENTIAL DUTIES**

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

Reviews and evaluates legal documents, forms, applications, computations, and other information to determine accuracy, completeness, acceptability, or compliance to judicial rules, statutes, policies and practices.

Ensures legal requirements are met; maintains data integrity of case information by performing quality control and audit functions; and maintains security or confidentiality of records, equipment or computer access.

Explains and provides general information on regulations, policies, standards, as well as, judicial processes and procedures to court personnel, attorneys, law enforcement agencies, and the general public, in person and by telephone.

Reviews and determines the response to a variety of legal correspondence, including: writs of habeas corpus, jail reconsideration, requests to vacate restraining orders, motions, and miscellaneous letters from customers.

Prepares and processes legal documents to initiate judicial actions, including: release of garnishments, release of property bonds and warrants, and/or dismissal or reduction of traffic charges; prepares outgoing mail as it relates to receiving, recording and processing payments.

Prepares and distributes court dockets; ensures coverage in court.

Maintains court records for all case files, which includes certifying and sealing court documents.

By position, receives monies for fines, costs or filing fees; balances cash drawers daily and prepares necessary paperwork and reports; updates the case management system.

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.

Knowledge of the Denver Revised Municipal Code, Denver City Charter, and state laws applicable to County Court.

Knowledge of open records and confidentiality requirements regarding court records and documents.

Knowledge of internal control procedures and the purpose for internal controls.

Knowledge of the policies, procedures and goals of the City and County of Denver and the County Court.

Knowledge of case management software.

**Physical Demands** (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

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:***

Three years of clerical experience to include one year of experience as a Judicial Assistant I.

***Education/Experience Equivalency:***

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

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**CLASS DETAIL**

**FLSA CODE:** Non-Exempt

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

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

**REVISED BY:** Melissa Fisher

**CLASS HISTORY** 2/2010 - Distinguishing Characteristics, Essential Duties, and Minimum Qualifications were updated and revised.