



Career Service Authority

Judicial Assistant III

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GENERAL STATEMENT OF CLASS DUTIES

Coordinates and supports a variety of complex functions, duties and assignments of an assigned judge, judicial officer or specialized function; performs highly responsible, independent, specialized, legal technical work involving the application of policy and legal requirements as it relates to courtroom/warrant/bonding activities, processes and procedures.

DISTINGUISHING CHARACTERISTICS

The Judicial Assistant III is the third level classification in a four part series (of which the first two classifications are progressive). The Judicial Assistant III class performs specialized, legal technical work organizing and coordinating courtroom and/or warrant activities and cases ensuring that legal requirements are met. The primary focus of this class is managing the daily activities of an assigned courtroom; courtroom preparation and/or coordinating complex and confidential office support for **judges or judicial officers**. It is distinguished from Judicial Assistant IV which performs master level legal clerical work for a division and works in **multiple courtrooms across divisions** supporting **judges or judicial officers**. It is distinguished from Legal Secretary classification which performs **secretarial** duties utilizing legal terminology, procedures and documents supporting one or more **attorneys**.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally by 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, gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

By position, performs lead work.

ESSENTIAL DUTIES

Manages all courtroom activities and functions on a daily basis.

Reviews and monitors case files, filings and related documents to determine compliance with relevant and appropriate statutes, rules, administrative orders and/or other governing policies and procedures.

Reviews court cases to determine whether all legal elements of a case have been met and presents/informs the judge or other judicial officer of issues or concerns; review judge's orders for completeness and accuracy, translates orders to case management; reviews correspondence and determines whether or not the paperwork should be forwarded to the judge.

Reviews, prepares and processes legal orders, warrants, protection orders and appearance bonds and other complex forms to include motions, writs of habeas corpus, mittimus, advisements, warrants, protection orders and appearance bonds, in accordance with a judge's order, court procedures, legal precedents or other complicated procedures; creates forms and legal documents including motions, contempt citations and other documents as necessary.

Acts as liaison between defendants, court personnel and judges; assists public through knowledge of policy, procedure, ordinances, and statutes; provides the public with general and/or explanatory information as well as answers questions and resolves problems without giving legal advice.

Schedules hearings pertaining to court cases in accordance with civil and criminal rules of procedure, court procedure, judges' preferences and individual discretion.

Maintains, through case management, a variety of confidential records requiring classification and compilation of varied information and processes requests for information according to departmental policy; prepares reports, drafts correspondence concerning legal matters; secures information from public records; proofreads legal materials; compiles reports; maintains tapes and notes for motion hearings, daily dockets, and trials.

Analyzes and interprets complex information; approves or rejects documentation according to policies, procedures, rules, statutes or regulations as it relates to the specialized functional area.

Queries information from designated databases for criminal histories and motor vehicle driving records.

Maintains working relationships with a variety of agencies and personnel, including but not limited to judges, general public, and court staff including public defenders, private attorneys, inmates, police, sheriffs, and probation officers.

By positions performs trial preparation including drafting jury instructions when necessary, having direct contact with jurors.

Performs other related duties as assigned or requested.

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.

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.

Knowledge of legal terminology and legal documentation format sufficient to be able to read, interpret, and prepare legal documents.

Knowledge of office practices and procedures sufficient to be able to organize and maintain files, records, and schedules and to obtain and/or relay information and process documents in a timely manner.

By position has knowledge of CCIC and NCIC computer access, query and entry system.

By position has knowledge of bond forfeiture procedures.

By position has knowledge of cash, surety, and personal recognizance and property bond procedures.

By position the ability to manage the "bonding agent board".

Skill in interpreting federal, state and local laws.

Skill in examining documents for correctness, completeness and accuracy.

Skill in prioritizing, coordinating, and scheduling work to allow for efficient and effective completion of the work assignment.

Skill in presenting ideas for improvement of processes, procedures and policies.

Ability to communicate effectively.

Knowledge of case flow management principles and Trial Court Performance Standards.

Skill in managing trial, return and hearing calendars.

Skill in organizing large volume of cases and paperwork during court sessions.

Ability to multi-task during busy court sessions.

Ability to communicate effectively with judicial officers and the public.

Ability to coordinate prisoner transports, appearances, dockets and routing of cases to the proper courtroom.

Physical Demands:

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Reaching: extending the hand(s) and arm(s) in any direction.

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

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

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.

Lifting: raising or lowering an object up to 10 pounds.

Far acuity: ability to see clearly at 20 feet or more.

Near acuity: ability to see clearly at 20 inches or less.

Depth perception: ability to judge distance 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.
Pressure due to multiple calls and inquiries.
Subject to varying and unpredictable situations

Education Requirement:

Graduation for high school or possession of a GED Certificate.

Experience Requirement:

Three years of clerical experience, of which, two years of experience must have been in a court or legal setting at the type and level of Judicial Assistant II.

Education/Experience Equivalency:

A combination of appropriate education and experience may be substituted for the education and experience requirements with the exception of the two years of experience in a court or legal setting at the type and level of Judicial Assistant II.

Licensure and/or Certification:

By position, must be able to pass an initial pre-security clearance screening and maintain CBI (Colorado Bureau of Investigation) certification as a condition of employment.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 03/23/2008

REVISED DATE: 05/16/2010

REVISED BY: Lori Mack

CLASS HISTORY

This class was formerly Court Technical Clerk. The new classification of Judicial Assistant III was created to be included in the Judicial Assistant Series.
5/2010 - The word clerical was changed to technical in the General Statement of Duties and the Distinguishing Characteristics Section.