



Career Service Authority

Judicial Assistant IV

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GENERAL STATEMENT OF CLASS DUTIES

Performs master level specialized, legal technical work supporting a division and works in multiple courtrooms across divisions, for various, judges or judicial officers; serves as a mentor and trainer and assists judicial officers, administration and division managers with the continuous effort to improve court processes and procedures by identifying and streamlining courtroom activities and functions.

DISTINGUISHING CHARACTERISTICS

The Judicial Assistant IV is the fourth level of a four part classification series (of which the first two classifications are progressive). This class performs master level, specialized, legal technical work supporting a division and works in multiple county courtrooms across divisions. It is distinguished from Judicial Assistant III which performs similar functions for **an assigned** judge or judicial officer. The Judicial Assistant IV class is also distinguished from the Paralegal classification in which incumbents perform standard/intermediate level **paraprofessional legal work** in the City Attorney's Office, District Attorney's Office, or Career Service Hearing Office providing technical support and **legal research services** to attorneys relating to transactional and litigation matters.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally in the form of stated objectives only, with issues and factors largely undefined, requiring the employee to exercise creativity and ingenuity in devising criteria, techniques, strategy and methodologies for approaching assigned functions or projects.

Duties performed involve concepts, theories and concrete factors to be evaluated and weighed, requiring a high degree of analytical ability, and independent judgment and decision-making. Work assignment is generally unstructured and employee is responsible for organizing complex, varied and simultaneous coordination of several functions, programs or projects in various stages of completion.

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 of a non-prescribed nature involving the negotiation and resolution.

Level of Supervision Exercised:

By position, performs lead work.

ESSENTIAL DUTIES

Manages all courtroom activities and functions in multiple courtrooms across divisions and maintains court records through case management.

Serves as Appeal Clerk for the Division(s).

Analyze case flow processes of divisions and make recommendations for improvement.

Assists in the development of court-related curriculum and conducts training for court staff.

Performs master level specialized legal technical work which involves applying policy and legal requirements to determine appropriate action;

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; approves or rejects documentation according to policies, procedures, rules, statutes or regulations.

Trains new employees on case management system and related duties.

Completes specialized projects and assignments and keeps management apprised of significant issues and concerns.

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.

Prepares reports and drafts correspondence related to technical assignment; maintains tapes and notes for motion hearings, daily dockets, and trials; maintains confidential records when necessary and processes requests for information according to departmental policy;

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

Reviews, prepares and processes legal orders and other complex forms to include motions, writs of habeas corpus, mittimus and advisements, 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.

Performs trial preparation including drafting jury instructions when necessary, having direct contact with jurors.

Maintains up to date records so that other agencies may elicit correct information to keep their records correct.

Performs other related duties as assigned or requested.

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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.

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.

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.

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.

Flexibility – Adapts quickly to changes.

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

Memory – Recalls information that has been presented previously.

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.

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.

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.
- Knowledge of processes and procedures of multiple divisions.
- Knowledge of court forms utilized in the various divisions.
- Knowledge of appeal procedures and rules.
- Skill in training on court related matters.
- Knowledge of case flow management principles and Trial Court Performance Standards.
- Skill in writing procedure manuals.
- Skill in mentoring.
- Skill in creating spreadsheets.
- Ability to apply case flow management principles and formulate proposals for improvement.
- Ability to work in, and provide coverage for, numerous courtrooms across divisions.
- Ability to manage and complete special projects.
- Ability to analyze information.
- Ability to be proficient in Word, Excel, various databases to include the case management system.
- Ability to assist in the development of court related curriculum.
- Knowledge of CCIC and NCIC computer access, query and entry system.
- Knowledge of bond forfeiture procedures.
- Knowledge of cash, surety, and personal recognizance and property bond procedures.
- By position the ability to manage the "bonding agent board".

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 from high school or possession of a GED Certificate.

Experience Requirement:

Three years of clerical experience, including three years of experience in a court or legal setting at the type and level of Judicial Assistant III.

Education/Experience Equivalency:

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

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:

REVISED BY: Lori Mack

CLASS HISTORY New Class.