



JOB DESCRIPTION

JOB TITLE: Judicial Assistant

JOB CODE: 2320

DEPARTMENT: District Court

FLSA STATUS: Exempt

REPORTS TO: District Court Judge

SUMMARY OF JOB PURPOSE

Provides significantly responsible administrative assistance and legal research; performs a variety of complex administrative and secretarial duties for the purpose of managing the office for the District Court Judge.

ESSENTIAL FUNCTIONS

1. Preparation and management of judge's calendar; coordination and scheduling of hearings, trials and other court matters, and judge's appointments; coordinates other open calendar times with the attorneys.
2. Schedules the courtroom and court support staff required when additional district court judges preside in the Ninth District Court; schedules an additional room, obtains the support services of a court reporter, and notifies the court clerks.
3. Answers calls and provides information regarding court system procedures to attorneys, defendants, witnesses, and victims; screens calls and visitors to assure proper procedures are followed; provides information to visitors.
4. Provides information on court procedures to attorneys or the public, such as the manner in which motions are handled and the method for scheduling hearings; notifies attorneys of orders to show cause why a case should not be dismissed.
5. Checks the juror list with the Court Clerk a day prior to trial to ensure sufficient jurors are available; notifies the District Court Judge if it appears the number is insufficient; advises jurors on court procedures and provides general information, such as reasons a juror may be excused from serving in jury trials, etc.
6. Takes dictation from the District Court Judge; prepares documents from stenographic notes, typed copy, rough drafts, oral instructions, memos and transcripts; edits drafts for composition and grammatical structure; types documents for the District Court Judge, including revocation orders, juror instructions, decisions, orders, findings, etc.
7. Researches and analyzes law sources such as statutes, recorded judicial decisions, legal articles, treaties, constitutions, and legal codes; monitors active District Court cases to ensure responses to motions are received within ten days.
8. Maintains the District Court cost/budgetary records; prepares claim forms for witness fees, legal services, psychiatric services and court reporter.
9. Maintains the court library, including current court opinions, Nevada Revised Statutes, law books and the Nevada Digest.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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Judicial Assistant

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma, or equivalent, and four (4) years experience legal secretarial that includes two years of work in a court; or an equivalent combination of education and experience that would provide the required knowledge, skills, and abilities.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; read legal documents and extract relevant information; preparing clear and comprehensive written and statistical reports; write business correspondence and procedure manuals; effectively present information and respond to questions from groups of managers, attorneys, co-workers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of principles of record keeping, case files and records management; legal and law enforcement terminology; court processes and procedures; Nevada court procedures, legal terminology and legal requirements for court operations and case processing; principles and protocols for the management of official documents and court records; court accounting systems, rules and standards; applicable state and Federal rules, codes and regulations; County policies and procedures.

Ability to plan, prioritize and carry out assignments with minimum supervision; manage Court calendar and schedule complex agendas. Skills in explaining court procedures and processes in a clear, concise, and comprehensive manner to attorneys, litigants, and the public; preparing clear and comprehensive written and statistical reports; establishing and maintaining cooperative working relationships with judges, attorneys, law enforcement agencies and other participants in the criminal justice process; assessing and prioritizing multiple tasks, projects and demands.

Intermediate to advanced proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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