

## **Judicial Assistant (Series)**

### ***Definition***

Under general supervision, this clerical level position performs specialized and confidential legal secretarial work for judges and/or court administrators.

### ***Distinguishing Characteristics***

This is the entry and journey level class in the Secretary series. This class provides general, confidential secretarial support to one or more judges and/or court administrators, applying specific knowledge of legal procedures and formats.

### ***Representative Duties- Duties include but are not limited to***

1. Relieves judges and/or administrators of routine administrative duties, which include independent preparation of less complex correspondence, maintaining calendars, scheduling meetings and conferences, and making travel arrangements; reviews documents submitted to the court to ensure completeness, accuracy, and compliance with legal and procedural requirements.
2. Prepares, types, and proofreads legal documents (e.g., correspondence, memoranda, reports, forms, opinions, decisions, rulings, and instructions) from instructions, drafts, dictation, or transcripts.
3. Performs clerical duties such as filing, copying, assembling reports and documents, and processing mail; operates a computer and a variety of other office equipment.
4. Maintains files and law libraries for judges and/or administrators.
5. Receives and screens visitors and callers; explains procedures and provides information.
6. Prepares agendas and minutes for various committees and meetings.
7. Performs basic legal research; collects, compiles, verifies, and presents data for statistical studies and reports.
8. Performs other duties as assigned.

### ***Judgment and Responsibility***

Incumbents in this class receive general supervision, and perform a variety of legal secretarial tasks in accordance with pre-established policies, procedures, and standards. Errors in work or judgment could result in inaccurate or incomplete legal documents being processed, inaccurate calendars for judges, or the release of highly confidential information. Day-to-day activities may require independent judgment to prioritize work. Incumbents have no responsibility for the work of others.