



Pima County Consolidated Justice Court

Job Description

Job Title:	Judicial Administrative Assistant
Class Code:	5614
Class Title:	Judicial Administrative Assistant
FLSA:	Exempt
Court Status:	Unclassified
Minimum Qualifications:	
<p>Four years of secretarial or clerical experience preparing and processing legal documents in a criminal justice agency, court system or legal setting, or an equivalent combination of education and experience; OR any equivalent combination of experience, training and/or education approved by Human Resources.</p>	
Licenses and Certificates:	
<p>None required, but preference given to applicants with specialized certification or licensure relative to the area of assignment.</p>	
Summary:	
<p>Assists the public with filing Pima County Consolidated Justice Court (PCCJC) documents and explaining PCCJC procedures. This is an unclassified position that reports directly to the Chief Administrative Justice of the Peace of the Pima County Consolidated Justice Court. This position has no supervision responsibilities.</p>	
Essential Duties:	
<ul style="list-style-type: none"> • Champions the values of the court through example and accountabilities; • Provides administrative support of a confidential nature to the judges; • Responds to staff and citizen inquiries and complaints, performs related research, and resolves problem and complaints; • Coordinates judicial activities with other court staff and attorneys on the status of cases and individual proceedings; • Monitors and coordinates judicial calendars and enters data into an automated database from minutes entries, court documents, attorney requests and other sources, and submits documents for signature; • Monitors and distributes judges' signatures files; • Explains and monitors compliance with rules and procedures for the court; • Analyzes daily computer printout of judicial calendar, resolves conflicts and coordinates changes as appropriate; • Answers, directs and responds to telephone calls and serves as initial contact to the public, legal community and court staff; • Reviews and distributes all incoming documents and mail; • Drafts confidential legal documents, memoranda and correspondence; • Prepares judicial meeting agendas; takes and prepares meeting minutes; • Researches case files for completeness and accuracy and prepares the file for court; • Schedules and coordinates the appearance of attorneys, interpreters or professional experts as needed; • Schedules and coordinates Protem calendars; • Responds to administrative needs of courtroom clerks during court sessions as requested; • Performs the functions of the bailiff as needed to include the juror coordination for court. 	

Additional Duties:
<ul style="list-style-type: none"> • Maintains judicial supplies; • May serve as a courtroom clerk backup performing courtroom clerk duties; • Complete duties, special assignments and projects as assigned.
Knowledge of:
<ul style="list-style-type: none"> • • Business English, spelling, grammar and punctuation; • Legal record keeping and general office procedures and practices; • Administrative procedures and practices; • Legal terminology, practices and procedures; • Court structure, operations, rules and procedures; • Rules and regulations for specific documentation needed for various proceedings.
Skill in:
<ul style="list-style-type: none"> • Communicating effectively; • Quickly and accurately following oral and written instructions; • Preparing various legal documents and correspondence using proper English, grammar, punctuation and spelling; • Exercising independent judgment; • Maintaining confidentiality of information; • Handling a variety of judicial assignments in a flexible and efficient manner; • Using a computer with a variety of applications; • Interacting with diverse groups of people; • Researching and verifying completeness of information.
Special Notice Items:
<p>All positions require satisfactory completion of a background investigation by law enforcement agencies, due to need for access to law enforcement, corrections, detention and courts facilities or associated confidential or sensitive information, documents, communications systems and like materials. Preference may be given to applicants who are Spanish speakers.</p>
Physical/Sensory Items:
<p>Typically performs duties in an office environment and may lift material or equipment weighing twenty pounds or less.</p>