



Pima County Consolidated Justice Court

Job Description

Job Title:	Judicial Administrative Assistant
Class Code:	1779
Class Title:	Judicial Administrative Assistant
FLSA:	Exempt
Court Status:	Unclassified
Minimum Qualifications:	
<p>A high school diploma or equivalent and Four years of progressive administrative and secretarial experience working in a court system or legal office environment preparing and processing legal documents, 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.</p>	
Summary:	
<p>Performs highly skilled administrative and secretarial support work for the Pima County Consolidated Justice Court bench. Performs work involving knowledge of legal procedures, principles, forms and terminology. This is an unclassified position that reports directly to the Presiding Judge of Superior Court. This position has no supervision responsibilities.</p>	
Essential Duties:	
<ul style="list-style-type: none">• Provides administrative support of a confidential nature to the judges;• Conducts legal research through the use of computerized legal research (Lexis and Westlaw) or statutes, U.S. Constitution, legal periodicals, law reviews, digests, legal encyclopedias, codes, regional and federal reporters, slip opinions and various case law;• Sets priorities for incoming documents and requests from the bench, court staff, legal community and/or the public;• Serves as the judicial liaison for the bench by answering, directing and responding to incoming calls from the legal community, the public and court staff; Performs research necessary to answer inquiries or resolve problems and/or 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;• Researches case files for completeness and accuracy and prepares the file for court;	

Judicial Administrative Assistant (1)

Revised: 1/22/2015;8/5/2015; 6/29/2017; 07/21/2017; 8/13/2018; 1/8/2021;10/2023

- Indexes, classifies, codes and files records, reports and documents;
- 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;
- Prepares and completes travel arrangements and forms for the bench and submits necessary forms for reimbursement of expenses;
- Performs the functions of the bailiff as needed to include the juror coordination for court.

Additional Duties:

- Maintains judicial supplies;
- May serve as a courtroom clerk backup performing courtroom clerk duties;
- Complete duties, special assignments and projects as assigned.

Knowledge, Skills, and Abilities:

- 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.
- 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:

All positions require the satisfactory completion of a background investigation by law enforcement agencies, due to the need for access to law enforcement, corrections, detention, and court facilities or associated confidential or sensitive information, documents, communications systems, and like materials. Preference may be given to applicants who are Spanish speakers.

This job description may not be inclusive of all assigned duties and responsibilities. The court reserves the right to amend the duties and responsibilities at any time.

Physical/Sensory Items:

Typically performs duties in an office environment and may lift material or equipment weighing twenty pounds or less.