

## **Judicial Assistant**

Department: Circuit Court

Reports to: Judge

FLSA status: Exempt

### **General Definition of Work:**

This Judicial Assistant position directly reports to the Circuit Court Judge and is accountable per Virginia Code Section 15.2-1638.1 to the Judge only. This person performs administrative and paraprofessional work for the Circuit Court Judge and at times for designated visiting judge or other resident judge when their judicial assistant is away. All services provided must be conducted with a high degree of confidentiality. Duties include coordinating court dockets; drafting and preparing correspondence and other documents; coordinating activities with the Circuit Court Clerks; scheduling and coordinating activities involving the judge's calendar and performing varied administrative support functions such as monitoring the office budget, maintaining office files and supplies, receiving, and distributing mail, receiving calls and visitors. The position requires the review of a variety of legal documents submitted to the office for the judge's review and action. Work is performed with minimal supervision. The Judicial Assistant performs related work as required.

### **ESSENTIAL FUNCTIONS:**

- Answers telephone and greets attorneys, clerks, deputies, and the public; receives inquiries for Judge's Chambers, provides information, assistance and/or takes messages all with a goal to foster courteous relationships as well as good will both intra and inter departmentally
- Responds efficiently and effectively to electronic communications from attorneys, clerks, deputies, and the general public independently
- Adjust and readjusts the Court schedule/docket, daily, in order to accommodate the growing number of cases, including many multi-day trials and jury trials all with the goal of efficient use of the current resources
- Performs management of the civil term day docket for all three courts
- Maintains court notes, which includes review of orders sent by counsel and the Clerk's Office to ensure accuracy of content and scheduling of cases on docket
- Reviews files received from the Clerk's Office, notifying Judge of content
- Schedules and coordinates daily court docket for assigned judge, substitute judge and retired judge striving to ensure cases are handled in the most efficient manner possible
- Manages logistical arrangements for substitute and retired judge. Provides case information regarding pending matters and ensure timely receipt of pertinent information
- Interacts daily with attorneys, security staff, visiting judge, judicial assistants throughout the Fifteenth Judicial Circuit and the Supreme Court to ensure the efficient operation of Judge's chambers operation
- Performs administrative details, arranges functions and travel plans, schedules appointments and maintains meeting calendar
- Assists with the budget process and manages supply and expense requests
- Manages judicial library
- Performs related tasks as required

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Considerable knowledge of the processes, organizational structure, and policies of the court system
- Considerable knowledge of the organization and function of a Circuit Court Judge
- Considerable knowledge of modern office practices and procedures including knowledge of popular computer-driven word processing, spreadsheet, and file maintenance programs Judicial Information System (JIS) and Case Information System (CIS)
- Considerable knowledge of legal terminology
- Ability to maintain moderately complex legal records, draft routine legal documents, develop and modify work procedures, methods, and processes to improve efficiency, compile data from a variety of sources and prepare clear reports from such information
- Ability to effectively express ideas orally and in writing, exercise tact and courtesy in frequent contact with judge, attorney, county officials, professionals, and the general public
- Ability to establish and maintain effective working relationships as necessitated by work assignments
- Effective vocal and written communication skills
- Computer proficient and knowledge of Microsoft Office
- Ability to independently organize and prioritize work to meet deadlines
- Ability to prepare effective correspondence on technical matters and to perform routine office management tasks independently
- Ability to establish and maintain effective working relationships with attorneys, court personnel, County employees and the public

**EDUCATION AND EXPERIENCE**

A combination of education and experience equivalent to Associates Degree and 4 years of experience or High School graduation and 6 years of experience performing administrative, secretarial, or clerical work in a law office, law enforcement agency, clerk's office, or other legal environment; or an equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

**SPECIAL REQUIREMENTS:**

Possession of a driver's license valid in the Commonwealth of Virginia

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 25 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects. Work requires reaching, standing, sitting, walking and repetitive hand motions. Vocal communication is required for expressing or exchanging ideas by means of the spoken work. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities. The worker is subject to inside and outside environmental conditions.