

City of Taylorsville Human Resources

Job Description	
TITLE: JUDICIAL ASSISTANT I	
SUPERVISORY LEVEL: [None]	FLSA EXEMPT: No
STEP RANGE: 7-8	PAY RANGE: \$11.23 - \$18.35
EEO ID & PROBATIONARY PERIOD: Skilled Clerical - 12 months	
WORKING CONDITIONS: Everyday Risks	PHYSICAL REQUIREMENTS: Sedentary
Purpose and Distinguishing Characteristics	
Description of the job which distinguishes it from other job(s) in a series or family	
Judicial Assistants assist the Judicial Case Managers in the performance of all in-court related duties, including attending hearings, administering oaths, mark/record exhibits, make records, jury management, courtroom preparation, recording outcomes, preparing/distributing orders, etc.	
Examples Of Tasks	
More specific information about the job can be found in the Purpose and Distinguishing Characteristics. This list contains tasks that are typically associated with the job. It is not all-inclusive and may vary from position to position. Hiring agencies may, depending on the specific nature of the position, modify these tasks and/or identify additional tasks, based on a current position analysis.	
1.) This position has two career levels where additional skills and responsibilities may be required.	
2.) Attend hearing and or trials, administer oaths, mark and record exhibits	
3.) Update case docket, prepare minute entries, and maintain copies of court documents	
4.) Assist the Judicial Case Manager with Jury management, evidence management and copies, courtroom preparation, and inmate/prisoner scheduling.	
5.) Assist in preparing and distributing of court orders, coordinate scheduling in-court interpreters with the Judicial Services Manager, and scheduling transportation of prisoners and inmates.	
6.) Receive and process incoming mail, pleadings from Judicial Service Representatives	
7.) Issue and recall Warrants of Arrest & Bench Warrants pursuant to court order.	
8.) Coordinate with Judicial Case Managers to schedule hearings.	
9.) Assist Judicial Case Managers with updating dockets, input of minute entries & court orders.	
10.) Other duties as assigned.	
Knowledge, Skills and Abilities	
This list contains KSAs that are typically associated with the job. It is not all-inclusive and may vary from position to position. Hiring agencies may, depending on the specific nature of the position, modify these KSAs and/or identify additional KSAs, based on a current position analysis.	
1.) Thorough knowledge of court procedures and rules, court expertise, communication skills	
2.) Ability to be detail oriented, basic computer skills, technologically savvy.	
3.) Ability to manage time effectively, ability to multi task and prioritize workload.	
4.) Ability to assist a diverse population of court patrons.	
Other Requirements	
Internal candidates: Judicial Service Representative 2 or higher	
External candidates: Two years of professional office experience and at least one year of customer service experience	
High School Diploma	
Must submit to criminal background check and security screenings.	