



<b>Job Title</b>	<b>Senior Courtroom Assistant</b>	<b>FLSA Status</b>	<b>Non-Exempt</b>
<b>Band</b>	<b>PAR</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>4</b>	<b>Job Code</b>	<b>12188</b>

**Class Specification – Senior Courtroom Assistant**

<b>Summary Statement:</b>	
<p>The purpose of this position is to provide paraprofessional support as lead worker in the judicial processing of courtroom activities and cases. This is accomplished by exercising lead supervision of Courtroom Assistants and highly responsible complex duties requiring specialized technical knowledge in court methods. Other duties include those of the Courtroom Assistant and provide support with extra duties assigned to them. As a liaison for the section, the Senior Courtroom Assistant is a skilled resource for the judicial bench, court management, staff and the public.</p>	
<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
45%	<p>Provides lead administrative support and supervision of the Courtroom Assistants. Assigns, plans, directs, and monitors the work of courtroom assistants; ensures work completion adheres to approved policies and procedures; trains and evaluates staff; performs work audits; ensures staff's timely performance; addresses any deficiencies with employees; monitors staff requirements; participates in interview and selection process; coordinates and provides inter-departmental cross-training; coordinates and conducts sectional staff training and meetings; manages workload, distribution, and coverage; delegates and assigns tasks to Courtroom Assistants; monitors work for accuracy; provides direction to staff on appropriate process by following applicable policies, procedures, and legal requirements; resolves conflicts that arise; advises and provides direction to Courtroom Assistants, judges, management, and court staff; analyzes deficiencies and makes recommendations for solutions to existing systems and processes; may draft, implement, and enforce policies and procedures; ensures quality staff performance by participating in work audits; prepares and reviews quality assurance reports; compiles and maintains staff statistics; and works to provide solutions and improvements to existing systems.</p>



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30%	<p>Manages courtroom activities and functions by providing administrative and paraprofessional support to the Judge and court staff. Maintains order and decorum in the courtroom; enforces courtroom rules and professional protocols; administers witness oaths; maintains efficient in-court case flow processing; ensures the accuracy and timely entry of case dispositions in the case management system; coordinates interpreter, attorney, witness, and legal guardian appearances in court; calculates and clarifies judicial sentences; reviews file for inclusion of reports; directs jurors assigned to a courtroom; marks exhibits when admitted as evidence; compiles legal documents and verifies charges for accuracy and legal sufficiency; schedules future court dates; provides research for criminal and traffic histories; notifies law enforcement of wants and warrants; interprets judicial directives and ensures execution and compliance with court orders; resolves inquiries regarding case status and court procedures; controls and maintains surety bond and surety agent records; identifies operational and administrative inefficiencies; prepares and maintains judicial surveys; and provides technical and functional direction to court staff utilizing acquired knowledge of policies and procedures, and accounting practices.</p>
10%	<p>Tests all modifications affecting courtroom functions in the court case management system. Coordinates with IT for system modification of data to maintain record accuracy; as a user expert troubleshoots, tests, trains, and accepts modifications and enhancements; provides court case application assistance to court staff; advises court staff on computer entry to process cases records accurately; and reviews, processes, and monitors administrative reports in accordance with established policy, procedures, statutes, and state agency guidelines for reliable record sharing across agencies.</p>
5%	<p>Prepares court dockets to ensure required documents are present. Reviews cases prior to court sessions in preparation of judicial review; verifies all cases are scheduled, any active bench warrants, screens, and rewrites juvenile cases; coordinates with law enforcement any detainee needing to appear at court; obtains, enters, and administers any legal documents necessary; coordinates court date with detention center if applicable; verifies bond amounts, retained attorneys, interpreter appearance, compliance with probation requirements, and monies due; researches, identifies, and consults with court staff on cases requiring attention; identifies and resolves any case related issues; ensures accuracy and sufficiency of legal documents to meet jurisdictional requirements; updates electronic case file; prepares courtroom for proceeding including recording devices; processes defendants to be called on cases; and notifies judges of any cases needing special attention.</p>



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5%	Clears The Court Docket and Closes the Session. Collects court documents from various court departments; reviews entries on official court record for accurate data input and consistency in court record; alerts of any discrepancies; maintains and records any evidence or exhibits; arranges for release or retention of weapons and evidence; schedules future court dates; verifies defendant compliance with court orders; advises judge of any non-compliance and general implementation of post disposition orders; corresponds with jail facility on inmates confined; follows up with law enforcement process of service documents, jail, DMV, and court appointed counsel; records jury deposits and court dates; monitors defendant's compliance with court orders if necessary; prepares correspondence to law enforcement of any charging document insufficiencies; and maintain accurate statistics.
5%	Provides support for extra duties assigned to the Courtroom Assistant. Provides back-up support to extra duties assigned as Jury Commissioner, jail clerk, juvenile detention clerk, referee clerk, appeals, and transcripts and in prepping the deferred sentence docket.

<b>Competencies Required:</b>
Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Math: Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.



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**Technical Skills Required:**

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** Equivalent to the completion of the twelfth grade (high school diploma or GED) supplemented by college level coursework in public administration, judicial administration, criminal justice, business administration, legal, or a related field.

**Experience:** Five years of full-time responsible administrative or clerical support experience including the preparation of legal documents and records used in court proceedings.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

**Supervision Exercised:** Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

**Supervision Received:** Receives Limited Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

**Fiscal Responsibility:** This job title has no budgetary responsibility.



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**Physical Demands:** Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Frequently

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office, court case management software, recording software, and outside agency justice information systems.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original date: October 2014