



JOB DESCRIPTION

Title: **JUDICIAL ASSISTANT I**
Department: Courts
Class Code: 6110
FLSA Status: Non-Exempt
Effective Date: November 1998 (Rev. 09/2023)

GENERAL PURPOSE

Under general supervision of the Senior Judicial Assistant, performs a variety of entry and working level clerical duties as required to expedite the preparation and processing of court cases, records, and reports for the Murray City Justice Court.

ESSENTIAL DUTIES *(Any one position may not include all the duties listed, nor do the listed examples include all duties which may be found in positions of this class.)*

- Greets the public at counter, answers inquiries and addresses problems; responds to questions related to court records, citations, and court procedures through telephone or email.
- Is liaison to and maintains communication with agencies and groups associated with the criminal justice system, to include the police department, bail bondsmen, the prosecuting attorney's office, defense attorneys, public defenders, probation providers, other justice courts, and state courts.
- Accepts, posts, processes, and verifies payments, credits, and other financial transactions; balances cash drawer.
- Arranges prisoner video hearings or transportation to and from court.
- Schedules court dates for mandatory court appearance citations and cases; notifies defendants and interested parties regarding court dates, fines, or fees; maintains tracking reports as assigned.
- Issues and recalls bench warrants in accordance with established procedures; prepares commitment and release orders; processes appeals, expungements, small claims affidavits, informations, pleadings, defaults, motions, summons, subpoenas, tracking reports, and other orders made by the court. Opens, reviews, processes, and distributes mail and email for the court.
- Performs a variety of entry level assignments for the preparation and processing of small claims, traffic, and criminal court cases.
- Assists in the training of new staff; assists with cross-training.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS

Education and Experience

- High school graduation plus one (1) year of related administrative or clerical experience, or any equivalent combination of education or experience.

Special Requirements

- Must pass random background checks to maintain UCJIS access.
- Must complete a minimum of 10 hours yearly training through the Administrative Office of the Courts to keep certification.
- Must be reliable and detail oriented.

Necessary Knowledge, Skills and Abilities

Knowledge of:

- Basic cashiering and math.
- Court policies and procedures; laws; legal terminology and court documents.
- Technology systems, including Workspace, CORIS, E-Filing, LMS, OMS, UCJIS; intermediate to advanced computer skills.

Ability to:

- Communicate effectively, both verbally and in writing; type 45 wpm.
- Establish and maintain effective working relationships with employees, representatives of allied agencies, and the public; interact with people of various social, ethnic, and cultural backgrounds.
- Prioritize tasks and work independently with minimum supervision; work within a team and individually to complete tasks.
- Adhere to State statutes and rules for civil and criminal procedures; maintain high level of confidentiality and discretion.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing, spreadsheet programs, case management programs and the internet; phone, copy machine, ten-key.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, walk and talk or hear. The employee is occasionally required to use hands to finger, handle, feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually moderate. There is considerable exposure to stress as a result of human behavior and frequent pressure due to deadlines and the general demands of the position.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____