

POSITION DESCRIPTION	FLSA Status – Non-exempt	Position #
Position Title: Judicial Assistant	Full Time	Grade: 1950-08
Department: Judicial	Location: Courthouse	Updated: December 2023

GENERAL STATEMENT OF DUTIES: This position performs confidential and highly responsible administrative and varied support work for the Judge. Duties involve complex work problems and situations requiring individual judgment, initiative, exercise of discretion, and thorough familiarity with court operations, laws, and procedures. This position reports to the Circuit Court Judge, with collaboration from the Clerk of Courts. Schedule will be determined by the court docket.

DISTINGUISHING FEATURES OF THE POSITION: The employee will be expected to act as the scheduling clerk in calendaring trials, hearings, pretrial conferences, etc. The employee will be expected to confer and correspond with attorneys and exhibit firmness in securing compliance with matters scheduled on the court calendar. The employee will assist the Clerk of Court Office with the disposing of backlogged cases, which have exhibited little or no activity over a lengthy period of time, and will have to exercise some degree of judgment and discretion in preparing various orders for disposal of such cases. This position may also be responsible for providing assistance to the Clerk of Court. This position works under general supervision.

The primary responsibility of the employee is to act as the judge's secretary and the scheduling clerk.

EXAMPLES OF DUTIES PERFORMED: (Illustrative only)

- Arrange court calendar as well as court dates. Set dates for trials, hearings, and pretrial conferences;
- Assist with compiling jury instructions, verdicts, orders, and notices along with written decision letters, orders, and notices;
- Compose and answer routine correspondence directly, file and mail all legal documents;
- Answer telephone, screen calls and walk-ins (re-direct to appropriate agencies), and answer routine inquiries;
- Maintain the filing system. Maintain cases on computer for easy access to information;
- Input and maintain court file information and retrieve reports from computer system;
- Verifying incoming bills, prepare vouchers for submission of payment, and keep records of all expenses;
- Maintain an inventory of equipment and supplies; order supplies when necessary;

- Demonstrates professional, courteous customer service to clients and other staff, consistent with County Core Values;
- Maintain confidentiality with regard to all aspects of the job and conduct themselves in a courteous and professional matter at all times;
- Assist the judge with legal research or activities;
- Assist Clerk of Courts with assigned tasks;
- Prepare mailings, copy, file, open and sort mail;
- Deliver materials for all court-related business;
- Assist in managing Courtroom and Courtroom equipment;
- Assist Judge with financial reports and annual budget preparation;
- Perform related tasks as required or assigned.

ESSENTIAL KNOWLEDGES SKILLS AND ABILITIES: Knowledge and ability to implement modern office practices and clerical procedures; superior knowledge and application of the English language; accuracy in maintaining complex court records and reports with the ability to prepare reports with accuracy from court records, ability to make decisions and get along well with other employees and general public. Must exercise good judgment, tact and courtesy in dealing with public, court personnel, attorneys and visiting judges. Employee must be of the highest integrity and must be able to keep strictly confidential all court matters. This employee will need to become familiar with the office procedures of the Clerk of Courts and Register in Probate.

The duties listed are often highly sensitive tasks performed under highly stressful circumstance so the employee must be able to function under stress. Possess excellent interpersonal and communication skills. Ability to maintain confidentiality, to function independently in the absence of direct supervision and to establish and maintain effective working relationships with staff. Possess strong organizational skills. Ability to maintain prompt, predictable and reliable attendance.

Thorough knowledge of operating a wide variety of computer hardware and computer systems, including being able to demonstrate experience and knowledge of MS Office Suite products, Windows, computers, and peripheral devices. Skill in the operation of various office equipment, computers, and other peripherals.

EXPERIENCE AND TRAINING REQUIRED: An associate's degree in secretarial science preferred or at least 2 years of related office experience and secondary courses/degree in a related area or an equivalent combination of education and experience. Clerical skills shall include reading, proofreading, and interpreting legal documents; use of computers with MS Office and operation of general office machines. Must be able to learn and utilize software that is required by the State of Wisconsin.

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 essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands to finger, handle and feel objects, tools, or controls; and reach with hands and arms. Ability to travel to various offices within and/or outside of building.

The employee may occasionally lift and/or move up to 25 pounds.

TOOLS AND EQUIPMENT USED: Telephone systems, personal computer including MS Office software, copy machine, postage machine, fax machine, calculator, scanner and video conferencing.

The job description is subject to change by the employer as the needs of the employer and requirements of the job change.