



JUDICIAL ASSISTANT FOR SUPERIOR COURT

Department: Superior Court

Job Class #: 207600

Pay Range: Professional 08

FLSA: Non-Exempt

Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: The Judicial Assistant in Pierce County performs the statutorily required functions of Superior Court clerk and bailiff, as well as administrative assistant to the Superior Court Judge. The Judicial Assistant is the Court Officer responsible for communicating with attorneys, litigants, jurors, governmental agencies, victims, press, and members of the public in general to ensure efficient operation of the court. The Judicial Assistant is responsible for preparing a written record of all court proceedings. The Judicial Assistant is responsible for all security and administrative issues within the department, coordinating the same with the Superior Court Administrator's Office so as to best facilitate the overall use of all court time and personnel. In addition, the Judicial Assistant assists with correspondence and docket management. This position reports to the Superior Court Judge.

ESSENTIAL FUNCTIONS:

- Prepares minutes and other court documents which constitutes the statutorily required permanent record of all court proceedings.
- Maintains and controls the custody of exhibits, both for purposes of meeting legal chain of custody requirements, as well as dealing with the issues of security which relate to exhibits.
- Monitors the preparation, submission, changing, assembling, distribution, taking of exceptions, and whereabouts of jury instructions during the trial as well as during jury deliberations.
- Assumes full responsibility for the comfort and deportment of jurors assigned to the judicial department. This includes, but is not limited to issues of security, illness, emergency matters, meals and sequestration, and personal concerns that could affect the parties' right to a fair trial.
- Monitors and implements courtroom security. Arranges for jail transportation to and from the courtroom. Exercises discretion regarding the need for extra security and making arrangements therefore. Implements and performs appropriate courtroom security measures.
- Maintains order, decorum, and appropriate behavior in the courtroom. Effectively handles hostile or volatile individuals or crisis situations.
- Acts as liaison with the press and assists, as needed, with necessary arrangements as may be required to guaranteed freedom of the press, and protect the rights of individuals.
- Implements recently adopted policies and procedures regarding court congestion and delay. Dockets for trial both civil and criminal cases assigned to the judicial department on a date appropriate to the case age, type and complexity. Monitors the progress of the case with counsel and/or the parties, and reports regularly to the court with regard to case progress.
- Acts as judicial assistant for any Superior Court Judge, visiting judge, or judge pro tem as needed.
- Trains temporary and permanent court employees, such as new judicial assistants, externs, and other court staff.
- Updates and maintains the judicial department's library.
- Implements emergency safety and first aid procedures.
- Maintains the Judge's personal calendar, scheduling appointments such as committee meetings and speaking engagements, and assists with correspondence and other communications.

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OTHER JOB FUNCTIONS:

- Performs other duties as directed by the Superior Court Judge.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Pierce County local court rules, administrative policies, and court procedures.
- Ability to interpret court policy, and to apply it to the daily operation of the court. The ability to discern between those instances where court intervention is necessary in responding to daily inquiries and those which can be handled independently by the Judicial Assistant.
- Ability to act independently to evaluate situations and respond appropriately without supervision.
- Ability to anticipate problems and work to eliminate them. On problems having no precedent, must make prompt, confident decisions. Must produce exceptionally well organized, thorough work and display sound judgment.
- Ability to communicate effectively. This requirement relates not only to the recording of minute entries in the court files which may be relied on by counsel, litigants, and the public, but to verbal communications to those seeking information regarding court policies, procedures, and expectations. Clarity is essential.
- Ability to receive and fulfill directions from the court and be entirely responsible for completion of the assigned task. This includes, but is not limited to, the ability to follow complex instructions.
- Ability to maintain confidential information and be implicitly trustworthy.
- Ability to establish and maintain harmonious relationships with persons and groups, both private and public, whose interests may differ.
- Ability to provide prompt assistance and improve public relations.
- Knowledge of computer software applications which may include word processing, case management systems, calendar production, and/or calculation of child support.
- Ability to operate such technical equipment as may be made available to the court, and take positive action to prepare for anticipated upgrades.
- Knowledge of security, bomb threat, and earthquake procedures, as well as knowledge of CPR and first aid.
- Exceptional grasp of all job functions and an understanding of the reasons behind them.
- Ability to physically perform the essential job functions.
- Ability to meet the travel requirements of the position.