

JUDICIAL ADVISORY ASSISTANT

GENERAL STATEMENT OF DUTIES: Conducts legal research and performs various functions in a court setting; works under the supervision of a judge; performs related duties as required.

STATEMENT OF TASKS:

Assists in the preparation of legal briefs, reports and opinions and as otherwise directed by the Court;
Assists in the coordination of court and office procedures as directed;
Evaluates and coordinates court and office schedules to aid in the improvement of services, scheduling and procedures;
Ensures that all materials and records necessary for the court are available;
Provides judicial and jury security;
Completes court documents and forms.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of court procedures and practices;
Knowledge of, and ability to utilize, reference materials and resources;
Ability to research, prepare and write legal briefs, opinions, analyses, reports and evaluations of legal matters and subjects;
Ability to advise judges through the evaluation and review of materials submitted;
Ability to analyze and interpret laws, ordinances, rules, regulations, legal opinions and decisions;
Ability to correlate information with assigned legal problems and issues of an intricate and complicated nature;
Ability to operate a personal computer;
Ability to deal effectively with attorneys, litigants and other members of the public with courtesy and tact;
Ability to communicate effectively both orally and in writing;
Ability to attend work regularly and work under stressful conditions;
Ability to maintain good interpersonal relationships.

MINIMUM QUALIFICATIONS

Minimum of two (2) successfully completed years at an accredited law school.

Note- Judicial Advisory Assistants are appointed by, and work directly for, a judge. The term of employment is determined solely by the appointing judge. Employment may be terminated at any time for any reason. Judicial Advisory Assistants shall not establish any employment rights to any other County or Court positions.

Established: April 7, 1975
Revised: October 13, 1998
Revised: June 29, 1999


Personnel Director