

WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION



Position Description:	
Job Title:	Judicial Assistant – Circuit Court
Department:	21100 – CIRCUIT COURT JUDGE
Supervised by:	Circuit Court Judge
Revised Date:	July 8, 2014
FLSA Status:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt

Title: Judicial Assistant for Circuit Court Judge

Department/Division: 21100 – Circuit Court Judge

Nature Of Work:

1. The Judicial Assistant serves at the pleasure of and under the sole management and supervision of the presiding judge of the Washington County Circuit Court.
2. Job performance must be in accordance with the Rules of Conduct for Judicial System Employees as outlined by the Supreme Court of Virginia.
3. Must demonstrate ability to maintain information strictly confidential due to the sensitive and confidential nature of the operations of the office.
4. The Judicial Assistant manages the judge's court and professional calendars, coordinates and schedules motions, pre-trial hearings, trials, conferences and committee meetings.
5. The Judicial Assistant reviews case files for accuracy, format compliance and completeness before scheduling hearings.
6. The Judicial Assistant is the judge's liaison to assist and inform various people involved in court cases regarding court procedures and policy.
7. Frequent contacts are made with judges, both locally and statewide and other various public and private offices.
8. Courteous, professional, and clear communication skills with careful attention to detail are required in both oral and written responses to local government officials, the news media, and the general public.

Essential Duties:

1. Maintains scheduling of all Circuit Court activity involving hearings, trials, conferences, etc., and prepares trial and hearing notices to distribute to involved parties.
2. Liaison with all court personnel in the 28th Judicial Circuit; provide assistance to substitute and/or designated judges as needed; work closely with the Circuit Court Clerk's office.
3. Screens incoming correspondence directed to the Court and responds as necessary.

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4. Manages office equipment maintenance, purchase of office equipment and office supplies, as needed.
5. Screens visitors and personnel requesting admission to the judge's office; answer incoming phone calls to the judge's office and responds to complaints.
6. Performs work safely in accordance with safety policy and procedures applicable in the Washington County Courthouse.
7. Nothing contained herein shall be deemed to limit the duties of the position to the examples contained herein.

Required Knowledge, Skills, and Abilities:

1. Knowledge of trial court (including civil, criminal, domestic, probate and juvenile) rules and procedures.
2. Ability to perform duties in an organized manner with minimal supervision.
3. Ability to communicate clearly and effectively, both orally and written.
4. Ability to handle sensitive matters with integrity and confidentiality and communicate with diplomacy.
5. Ability to operate data entry applications for case management.
6. Must be proficient in the use of computer office software, network communications, and common office equipment.
7. Minimum Associate's Degree preferred.
8. Minimum of four (4) years office experience in a related field preferred.
9. Typing proficiency sufficient to prepare judicial opinions and correspondence.

Job Location and Conditions:

1. Work is performed primarily in an indoor office setting at the Washington County Courthouse in Abingdon, Virginia.
2. May be required to report to work after or before regular business hours and during emergency conditions.

General Aptitudes:

- **Mental Abilities:** Must have ability to reason and make judgments, to understand and follow oral and written instructions, to guide/give instructions and to make decisions in accordance with direction of Circuit Court judge(s).
- **Speaking/Talking Abilities:** Must have ability to answer the telephone, communicate with general public, courthouse staff, vendors, judicial and government officials, and clearly communicate and exchange ideas by means of the spoken word.
- **Hearing/Listening:** Hearing is required to perceive information at normal spoken work levels.
- **Visual:** Visual acuity is required for preparing and analyzing written or computer data and determining the accuracy and thoroughness of work and observing general surroundings and activities.

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- **Reading/Ability to Read and Understand Text:** Must have above-average ability to read and understand text.
- **Numerical:** Must have ability to mentally perform accurate two digit calculations, accurate calculations aided by a calculator and adding machine or measuring devices.
- **Manual Dexterity:** Must have ability to use telephone; calculator; copy machine; fax machine and manipulate computer keyboard and mouse.

Physical Demands:

- **Movement:** Work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pulling, lifting, fingering, grasping and feeling.
- **Strength:** Ability to lift at least 25 pounds.
- **Climbing:** Must have ability to climb one flight of stairs and twenty to thirty steps.
- **Standing, Sitting and Walking:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain.
- **Reaching, Handling, Fingering and or Feeling:** Must have ability to handle papers, files, computer keyboard and work adding machine.
- **Seeing:** Must have ability to focus and have peripheral vision.

Driving:

- Valid Driver's License and ability to drive an automatic transmission car
- Subject to periodic driving record checks and maintaining good driving record

Job Status: Full Time/Non-Exempt

Salary & Benefits: DoQ, DoE with Benefits; Employee Payroll and Benefits shall be processed by the Washington County Administrative Division Human Resources and Budget and Finance Departments in accordance with the Washington County Board of Supervisors Personnel Policies and Procedures Manual for Administrative Division Employees (Manual); however, Employee serves under sole management and supervision of the presiding Circuit Court Judge. Disciplinary and Grievance Procedure provisions of the Manual shall not apply to this position.

Washington County is an Equal Opportunity Employer.

Position Descriptions are intended to serve as guidance and reference documents with respect to the scope, responsibilities and authority of Administrative Division positions. They are not intended and should not be interpreted to be binding or limiting with respect to a position. The Board of Supervisors reserves the right to fill vacancies in positions by hiring persons appearing the best suited for such positions, regardless of their qualifications.