

DEPARTMENT: ALL APPLICABLE  
CLASSIFICATION: COMPETITIVE  
APPROVED: OCTOBER 19, 2023

**SENIOR COURT ASSISTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** This highly important work involves responsibility for planning and managing complex clerical activities regarding criminal cases and for independently performing the more critical and complex functions. This position is responsible to the administrative staff and is given great leeway for the exercise of independent judgment in carrying out the details of the work in accordance with general instructions regarding objectives, policies and procedures. Incumbents provide direct supervision to subordinate employees and have supervisory responsibility over the work of the assigned unit. This position is responsible for scheduling of employees and managing the work and court assignments of the unit. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Plans, assigns and reviews clerical work and provides instruction to employees concerning the details of specialized clerical work;
2. Schedules work-loads and flow, and coordinates the work with the court staff and attorneys;
3. Revises and develops improved procedures and methods and institutes those approved by superiors;
4. Receives and reviews complaints and assigns necessary follow-up action;
5. Assists superiors in the preparation of budget information, collection of data, compiling of statistics, and solution of personnel problems;
6. Attends court proceedings to document information in criminal files as to new filed, adjourned dates, dispositions, and sentencing;
7. Reviews paperwork, determines the necessary documentation to be on file, and opens new criminal files;
8. Maintains statistics on cases which are disposed of by way of plea, indictment, adjourned in contemplation of dismissal, conditional discharge, dismissal, etc.
9. Records necessary information after court proceedings for each criminal file-prepare necessary letters and notifications;
10. Prepares files for next court calendar by sorting according to the nature of the charges; Domestic Violence, DWI, felony, welfare fraud, etc.;
11. Meets with victims, witnesses, attorneys, police officers, etc. when they appear in court and advise on status of their case, answer question regarding the case when appropriate;
12. Assists attorneys in keeping victims/witnesses apprised of the status on the case;
13. Prepares a variety of court documents such as: subpoenas, court slips for police officers, orders to return prisoner, property bond, bad check letters, etc.

**CONTINUED**

## **SENIOR COURT ASSISTANT CONTINUED**

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of office and basic legal terminology, procedures and equipment; thorough knowledge of the names and functions of court documents and the court policies and procedures pertaining to such documents; good knowledge of the policies, laws and regulations relating to the operation of the office; working knowledge of modern office machines, computers, software, and related peripherals and the ability to use them at an acceptable rate of speed and accuracy; good knowledge of calendaring procedures; working knowledge of court rules pertaining to court documents such as jurisdictions, dates, venue, and proof of service; ability to plan, assign and supervise the work of others; ability to understand and carry out complex verbal and written directions; ability to prepare correspondence and reports; ability to read court documents and ascertain any defects in form, content or accuracy; ability to deal effectively with the public; good judgment in solving complex clerical problems; initiative and resourcefulness; tact and courtesy; integrity; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

#### **PROMOTIONAL QUALIFICATIONS:**

Candidates must be permanently employed in the competitive class as a Court Assistant in the District Attorney's Office and/or Public Defender's Office for eighteen (18) months immediately preceding the date of examination.

#### **OPEN COMPETITIVE QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma **AND** one of the following:

1. Graduation with a Bachelor's Degree **AND** one (1) year of office clerical experience in a legal setting involving criminal cases; **OR**
2. Graduation with an Associate's Degree in Criminal Justice, Paralegal Studies, or related field **AND** two (2) years of office clerical experience in a legal setting involving criminal cases; **OR**
3. Four (4) years of office clerical experience in a legal setting involving criminal cases; **OR**
4. An equivalent combination of training and experience as defined by the limits above.

#### **NOTE:**

1. Office clerical experience involves the performance of routine office tasks, such as keeping of records and accounts, correspondence, recording/entering (keying) and retrieving data and/or information, in accordance with prescribed procedures.  
\*Experience must be in a legal environment involving the maintenance of legal records used in a criminal case;
2. Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.