



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Senior Judicial Assistant

FLSA: NE

SERVICE: Judicial/At-will

REVISED: 7/1/05

Summary: Under limited supervision, performs legal secretarial and stenographic work of moderate difficulty for the Judge of Superior Court, and performs related duties as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Coordinates and maintains court calendar for the Superior Court Judge.
- Coordinates and maintains mediation calendar.
- Takes and transcribes dictation and correspondence; types forms according to procedures.
- Reviews all court files for completeness prior to presentation to the Judge.
- Sets motions for hearings and continuances.
- Establishes and maintains files.
- Makes travel arrangements.
- Responds to public regarding questions about files and cases.
- Answers telephones, responds to questions, takes messages and transfers callers to appropriate parties
- Opens, distributes and responds to mail correspondence.
- May train other Judicial Assistants.

Knowledge and Skills:

- Knowledge of judicial procedures.
- Knowledge of modern office practices, procedures and equipment.
- Knowledge of legal terminology and English grammar.
- Skill in the use of modern office equipment.
- Skill in taking accurate notes and taking and transcribing dictation
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.

Minimum Qualifications:

High School Diploma or GED; AND five years secretarial experience including three years of legal secretarial experience; demonstrated ability to type sixty (60) WPM and take shorthand or speedwriting at sixty (60) WPM.