

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: FEBRUARY 22, 2023

COURT ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for documentation of information regarding criminal and/or family court files and the disposition of recorded actions. The incumbent reviews paperwork for court files to determine proper distribution of cases. Court Assistants may be appointed to either the District Attorney's Office or Public Defender's Office so the nature of the files and documents depends on that appointment. General direction is received from administration and higher level staff with wide leeway allowed for the exercise of independent judgment in carrying out the details of the work in accordance with established laws, policies, and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Attends court proceedings to document information in criminal files as to new filed, adjourned dates, dispositions, and sentencing as scheduled;
2. Reviews paperwork, determines the necessary documentation to be on file, and opens new criminal files and inputs information into an electronic case management system;
3. Maintains statistics on cases which are disposed of by way of plea, indictment, adjourned in contemplation of dismissal, conditional discharge, dismissal, etc.
4. Records necessary information after court proceedings for criminal or family court files and prepares necessary letters and notifications;
5. Retrieves and prepares files for next Court Calendar according to an established sorting procedure;
6. Meets with victims, witnesses, attorneys, police officers, defendants, etc. when they appear in court and advise on status of their case and answers question regarding the case when appropriate;
7. Based upon the incumbent's department, assists District Attorneys or Public Defenders in keeping victims/witnesses or defendants apprised of the status on the case;
8. Prepares a variety of court documents such as: subpoenas, motions, notices of appeals, affidavits, restitution letters, notices to appear, court slips for police officers, orders to return prisoner, property bond, bad check letters, etc.;
9. When assigned to the Public Defender's Office, receives and screens applications, determines eligibility, reviews for potential conflicts, and may assign cases to a Public Defender;
10. Performs miscellaneous office work and answers phone inquires.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of basic legal terminology; good knowledge of the names and functions of court documents including but not limited to petitions, judgments, motions, orders, and subpoena; 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 operate a personal computer and modern office software at an acceptable rate of speed and accuracy; ability to read court documents and ascertain any defects in form, content or accuracy; ability to file court documents and forms according to a numerical, chronological and/or alphabetical classification system; ability to interview and orally exchange information with the public; ability to exercise tact and patience when speaking with upset and angry individuals; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

SUGGESTED PROMOTIONAL QUALIFICATIONS: Candidates must have one (1) year of permanent competitive status as a Clerical II or two (2) years as a Clerical I in the District Attorney's Office or Public Defender's Office immediately preceding the date of examination.

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

1. Graduation with a Bachelor's Degree; **OR**
2. Graduation with an Associate's Degree in Criminal Justice, Paralegal Studies, or related field; **OR**
3. Two (2) years of paid clerical experience working in the legal field; **OR**
4. An equivalent combination of training and experience as defined by the limits above.

NOTE:

1. Verifiable part-time experience will be pro-rated;
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.