

SMYTH COUNTY, VIRGINIA

JOB DESCRIPTION

Job Title: Judicial Assistant

Supervised by: 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 Smyth 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 maintain information strictly confidential due to the sensitive and confidential nature of the daily office operations.
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, 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.
3. Screens incoming correspondence directed to the Court and responds as necessary.
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 Smyth 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 Smyth County Courthouse in Marion, 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 and judicial and government officials.
- **Hearing/Listening:** Hearing is required to perceive information at normal spoken work levels.
- **Visual:** Visual activity is required for preparing and analyzing written or computer data and determining the accuracy and thoroughness of work and observing general surroundings and activities.
- **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, scanner and computer keyboard and mouse.