

Bailiff/Judicial Assistant Position - Description

NATURE OF WORK

This employee is a key member of the District Court Judge's staff and performs a wide variety of docket management and clerical tasks for the assigned District Judge(s). This position includes both office and courtroom tasks such as schedule/docket management, document preparation, and trial management. In addition, this position researches a variety of topics as directed and drafts jury instructions, judicial orders, and other correspondence. Responsible for supervision of jurors during jury trials, the Bailiff/Judicial Assistant role frequently interacts with other judges, lawyers, other departments, and the general public.

EXAMPLES OF WORK PERFORMED

Schedule all matters to be heard before District Court Judge
Preparation of judicial orders and correspondence
Prepare courtroom for jury trials
Prepare all jury instructions and verdict forms
Supervise jurors during trial and deliberation
Process all claims and assist in budget preparation process
Research topics as directed
Interact with other judges, lawyers, other departments and the general public
Review files for completeness prior to hearings

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

- Knowledge of Court rules and statutes
- Knowledge of the organizational structure of the Court system
- Skill in operation of computers, including word processing, spreadsheets, email, and computerized calendaring.
- Ability to learn, access, and use online legal interfaces for research, document preparation, and review.
- Knowledge of legal terminology, citations, spelling, punctuation and grammar, as well as various legal forms, documents, and correspondence
- Knowledge of modern office practices and procedures
- Ability to prioritize and complete work within designated time frame
- Ability to understand and follow oral and written instructions
- Ability to communicate effectively both orally and in writing
- Ability to structure and maintain records and files

- Ability to establish and maintain effective working relationships with judges, attorneys, other employees, and the general public
- Demonstrated commitment to using discretion, maintaining confidentiality, and acting with integrity

MINIMUM QUALIFICATIONS

High School Diploma and advanced skills as demonstrated by postsecondary education, professional certifications, or employment experience which increases relevant skills.

Candidate must be qualified to serve as a juror, must have written and verbal English language proficiency, and must be able to perform all essential job functions with or without accommodation.