



CLASS SPECIFICATION FOR:

Judicial Administrative Support

General Statement of Duties:

Assigned to the Circuit Court Judges' Office to perform highly responsible administrative support for the Circuit Court Judges assigned to Henrico County; does related work as required.

Distinguishing Features of Class:

An incumbent in this classification would typically be assigned to support one or more Judges with primary job duties that may include but are not limited to accurately: providing a wide variety of clerical, technical and administrative support to Henrico Circuit Court Judges; preparing a wide variety of orders, correspondence, letters, dictation and other memorandum for the Judges; coordinating assigned dockets; tracking trial and hearing dates; receiving and distributing legal filings and files; coordinating filings, orders and other legal documentation with the Clerk of the Circuit Court's Office; entering and maintaining disposition results in the appropriate databases; tracking orders in the appropriate databases and reporting when orders are not carried out as directed or in a timely manner; tracking expenses in the general ledger and preparing related reporting; assisting with the preparation of the annual budget; making travel arrangements for Judges and preparing related expense reimbursement forms; appropriately triaging calls; accurately maintaining Judges' appointments and schedules; cross-training and serving as back-up to other Judicial Administrative Support staff. Work is performed independently under limited supervision with latitude for accurately managing priorities and meeting deadlines.

Examples of Assigned Duties (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Provides a wide variety of clerical, technical and administrative support to Henrico Circuit Court Judges;
- Prepares a wide variety of orders, correspondence, letters, dictation and other memorandum for the Judges, may include preparing speeches, presentations and other materials and documents as assigned;
- Coordinates and prepares assigned dockets, tracks trial dates;
- Coordinates filings, orders and other legal documentation with the Clerk of the Circuit Court's Office;
- Accurately proofs correspondence, orders, and dockets to ensure files sent to Clerk's office have been checked for entry of orders and any hearing dates have been confirmed;
- Coordinates necessary exchanges of files and other legal documentation and correspondence between the Judges' Offices and the Clerk of the Circuit Court's Office;
- Tracks trial and hearing dates and maintains an accurate up-to-date schedule/calendar;
- Receives and distributes legal filings and files;
- Enters and maintains disposition results in the appropriate databases;
- Accurately creates and maintains paper and electronic files and lists inherent to assigned duties;
- Tracks orders in the appropriate databases and reports when orders are not carried out as directed or in a timely manner;
- Prepares invoices for payment, tracks expenses in the general ledger, prepares related reporting;
- May assist with the preparation of the annual budget;
- Makes travel arrangements for Judges and prepares related expense reimbursement forms;
- Appropriately triages calls and other inquiries to the Circuit Court Judges' Offices;
- Maintains assigned Judges' calendars, including meetings, appointments and court schedules;
- Cross-trains and serves as back-up to other Judicial Administrative Support staff;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Sound working knowledge of the Commonwealth of Virginia court system, principles and practices of substantive and procedural law; sound knowledge and understanding of legal terminology inherent to working in a court system; sound working knowledge of the preparation, tracking and management of dockets; excellent organization skills with the demonstrated ability to plan and execute work effectively and to successfully complete assigned tasks accurately within established deadlines, specifications, and other applicable requirements; thorough attention to detail; excellent organizational skills with the ability to organize schedules, meetings, events, conferences and travel for officials, including anticipating and coordinating logistics; ability to multi-task; personal accountability and professional integrity; ability to read, and consistently comprehend, apply and communicate applicable policies, procedures, related legal pronouncements and other related requirements accurately; sound judgement and critical thinking; excellent writing and proofreading skills with a sound and accurate command of the English language, grammar and punctuation; excellent written and verbal communication skills with the ability to interact professionally with diverse audiences of



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internal and external stakeholders and maintain effective working relationships; excellent interpersonal skills with demonstrated ability to communicate complex legal and/or technical information and ideas in easily understandable language/terms, both orally and in writing, to a diverse array of stakeholders with matters before the court; ability to work independently and as part of a team; ability to collaborate effectively to establish and maintain good working relationships with all levels of department staff, all levels of County staff and Officials, and other relevant internal and external stakeholders with matters before the court; sound computer skills with the ability to use computer and typical business software, proprietary software/systems and applications, and the Case Management System to complete assigned tasks; sound math skills necessary to perform accurate calculations, track and maintain related documentation; sound working knowledge of office equipment incidental to assigned tasks and typical to a legal office environment; basic math skills to accurately prepare purchase orders, review prepare invoices for payment, prepare travel expense forms, track and report expenditures, and assist with the budget; and excellent customer service skills with the demonstrated ability to interact patiently, respectfully, accurately and with tact and courtesy in order to appropriately address questions, requests, needs and issues for all internal and external stakeholders with matters before the court.

Minimum Education and Experience:

Education: High school graduation, prefer the completion of relevant college coursework;

Experience: Two (2) years of experience providing highly responsible administrative support in a courtroom or other relevant legal work environment, or other relevant work experience;

OR: Any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- None.