



Judicial Branch Job Opportunity

- Date:** June 6, 2018
- Position Title:** Judicial Assistant
- Salary:** \$15.63/hour
- Department/Division:** **Commissioner Amy Kalman – will assume a Probate calendar at the Old Court House.**
- Status:** Unclassified
- Location:** Old Court House
125 W. Washington Street
Phoenix, AZ 85003
- Job Requirements:** The Judicial Assistant performs administrative assistant/executive assistant work in support of a Court Commissioner and/or departmental administrative areas as assigned.
- Comments:** Commissioner Kalman seeks a full-time Judicial Assistant effective **June 18, 2018. This recruitment is open internal/external and will be open until filled.** All interested applicants should email a cover letter and résumé to:
- Commissioner Kalman**
C/O Elaina Cano
Email: canoe001@superiorcourt.maricopa.gov

Our comprehensive benefits package includes medical/dental/vision, up to 23-vacation days/year and 10 paid holidays, and 1 floating personal day. This position is **Unclassified** and not covered by the Classified Personnel Rules or Judicial Merit Rules.

PRIMARY DUTIES OF THE POSITION:

Provide direct customer service to litigants in a crisis situation within a virtual courtroom environment; organizes and directs the administrative functions in support of court activities; sets motions for hearing and trial dates; arranges for interpreters and pro tem judges as necessary; resolves administrative problems; maintains court personnel, attendance and performance records; transcribes a variety of letters, memoranda and jury instructions when requested; prepares, maintains and revises daily court calendars; coordinates handling Search Warrants with other judicial officers and their staff; handles a variety of requests, inquiries, and complaints from litigants, general public, lawyers, judges and other court personnel; notifies all

parties as the dates of proceedings; supervises support staff of the court including assisting with selection, training and evaluation.

QUALIFICATIONS/EXPERIENCE/CERTIFICATION/LICENSURE REQUIRED

Knowledge, Skills, and Abilities:

Knowledge of:

- Court policies and procedures, legal terminology, office procedures and practices.
- The legal requirements for processing court documents, supervision, and personnel administration.
- The principles and processes for customer service standards and procedures.

Skill in:

- Verbally communicating with others to convey information effectively.
- Communicating effectively in writing as appropriate for the needs of the audience.
- The use of computer applications and software such as MS Outlook, Word, Excel, iCIS, OnBase, and eFile.

Ability to:

- Understand and follow quickly and accurately brief oral and written instructions.
- Make sound decisions in accordance with regulations, policies and procedures.
- Maintain a court calendar and work effectively with judges, commissioners, attorneys, court personnel, and the general public.
- Analyze, organize and prioritize work while meeting multiple deadlines.

Minimum Qualifications: High school diploma or GED and two (2) years' experience as judicial staff in the Court System or three (3) years in a law office, preferably with one year in a lead capacity. Post-secondary education may substitute for the professional experience on a year for year basis.

Preferred Education and/or Experience: Previous experience in Probate, knowledge of Probate court procedures or legal procedures, general legal terminology, and the legal requirements for processing court documents are preferred but not necessary. Previous experience interacting with Judges, Commissioners and Attorneys is a plus.

It is the policy of the Judicial Branch not to discriminate in employment or the provision of services. To arrange for reasonable accommodation under the Americans with Disabilities Act ADA, please call 602-506-4473.

All Judicial Branch offers of employment and continued employment are contingent upon passing a thorough background/fingerprint check. Applicants must completely and fully answer any questions regarding felony and misdemeanor convictions including any convictions that have been expunged or set aside. Failure to include criminal history information is grounds for termination of an offer and employment. A conviction may not automatically disqualify an applicant.



Committed to excellence and the principles inherent in the rule of law...
every person, every day, every time.