



## **Judicial Branch Job Opportunity**

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**Date:** February 12, 2018

**Position Title:** Judicial Assistant

**Salary:** \$15.63/hour

**Department/Division:** Commissioner Andrew J. Russell – currently on a Probate Calendar but will be rotating to a Special Assignment in June. When not on assignment, location will be Central Court.

**Must be able to travel to any Superior Court location for calendar assignments in Juvenile, Criminal, Family, and Civil.**

**Status:** Unclassified

**Location:** Northeast Court  
18380 N 40<sup>th</sup> Street  
Phoenix, AZ 85032

**Job Requirements:** The Judicial Assistant performs administrative work in support of a Court Commissioner and/or departmental administrative areas as assigned.

**Comments:** Commissioner Andrew J. Russell seeks a full-time Judicial Assistant effective **February 26, 2018**. **This recruitment is open internally/externally and will be open until filled.** All interested applicants should email a cover letter and résumé to:

**Commissioner Andrew J. Russell**  
**C/O Jeremy Mullen**  
**Email:** [mullenj@superiorcourt.maricopa.gov](mailto:mullenj@superiorcourt.maricopa.gov)

Our comprehensive benefits package includes medical/dental/vision, up to 23-vacation days/year, 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:**

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; 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.

## **QUALIFICATIONS/EXPERIENCE/CERTIFICATION/LICENSURE REQUIRED**

### **Knowledge, Skills, and Abilities:**

#### *Knowledge of:*

- Court policies and procedures, legal terminology, office procedures and practices, and the legal requirements for processing court documents.
- Juvenile Court.
- 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.
- The following equipment: multi-line telephone system, faxination, and copy machine.

#### *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.

**Minimum Qualifications:** High school diploma or GED and two (2) years' experience as judicial staff in the court system.

**Preferred Education and/or Experience:** Previous experience in Probate, Juvenile, Criminal, Family and Civil. Knowledge of general court procedures, general legal terminology, and the legal requirements for processing court documents are preferred.

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*\*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.