



Judicial Branch Job Opportunity

Date: February 6, 2018

Position Title: Judicial Assistant

Salary \$15.63/hour

Department/Division: Judge Margaret Mahoney – Civil Calendar

Status: Unclassified

Location: East Court
101 W Jefferson St
Phoenix, AZ 85003

Job Requirements: Under general supervision performs training, mentoring, and administrative work in support of judicial divisions and staff.

Comments: Judge Mahoney seeks a full-time Judicial Assistant effective **February 20, 2018. This recruitment is open internally and externally and will be open until filled.** All interested applicants should email a cover letter and résumé to:

Honorable Margaret Mahoney
C/O Jackie Jones
Email: jonesj041@superiorcourt.maricopa.gov

Our comprehensive benefits package includes medical/dental/vision, up to 23-vacation days/year and 11 paid holidays. 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; organize and direct the administrative functions in support of court activities; set motions for hearing and trial dates; arrange for interpreters and pro tem judges as necessary; resolve administrative problems; maintain court personnel, attendance and performance records; transcribe a variety of letters, memoranda and jury instructions when requested; prepare, maintain and revise daily court calendars; handle a variety of requests, inquiries, and complaints from litigants, general public, lawyers, judges and other court personnel; notify all

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

QUALIFICATIONS/EXPERIENCE/CERTIFICATION/LICENSURE REQUIRED

Knowledge, Skills, and Abilities: Some knowledge of court procedures, legal terminology, office procedures and practices, the legal requirements for processing court documents, supervision, and personnel administration. 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 or three (3) years in a law office. Completion of an accredited "legal secretary" or "paralegal" training program, or completion of thirty-hours of college level courses may substitute for one (1) year of experience.

Preferred Education and/or Experience: Previous experience in Civil, knowledge of Civil department or general court 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.