

JOB TITLE: **MAGISTRATE COURT ADMINISTRATIVE ASSISTANT and DEPUTY CLERK**
DEPARTMENT: Magistrate Court
SUPERVISOR: Elected Clerk of the District Court, Director of Court Operations and Magistrate Judges
SUPERVISION EXERCISED: None
EXEMPT STATUS: Non-exempt
LAST REVISION: April 2018

Job Scope

Summary: This position provides administrative and legal secretarial support for the magistrate judges, ensuring efficient operation of the court, scheduling, case maintenance, etc. It involves highly sensitive and complex legal issues, requiring considerable responsibility and confidentiality. It involves a wide variety of both civil and criminal legal issues, including detailed knowledge of and attention to time standards in all cases, and particularly Child Protection cases, in which funding for children in foster care is dependent on judges adhering to time standards. Judges' administrative assistants are bound by and required to adhere to Judicial Code of Conduct in all matters and communications relating to the judge.

Other Information: This position is an administrative position that assists in the successful day to day operation of the Magistrate Court office. The work involves a wide diversity of work situations where regular independent judgment and the exercise of personal initiative are required to determine not only practices and procedures but new concepts. Works independently with limited supervision under the general direction of the Magistrate Judge. Work involves *significant* degree of complexity with frequent variations from the norm. Administrative assistants to magistrate judges, similar to administrative assistants to district judges, prepare orders and judgments that are signed by the judge. The Administrative Assistant performs substantive technical and clerical work which requires knowledge of legal procedures, legal terminology, and an understanding of the civil and criminal rules, rules of the court, and case file management. The AA is required to know and correctly apply procedures and time standards in a wide variety of cases, including but not limited to, involuntary mental commitment, juvenile correction proceedings, probate, unlawful detainers, suppression and pretrial motions in criminal cases, guardianship and conservatorship, child custody and support, divorce, adoptions, petitions for name change, as well as Child Protection proceedings. Communicates heavily with others both inside the organization including coworkers, supervisors, attorneys, and others, as well as those outside of the organization, including those using the court systems. Work involves a high degree of responsibility as incumbent works under the general direction of the Magistrate with infrequent supervision. Performs substantive clerical and technical work which requires knowledge of legal procedures, legal terminology, and an understanding of the Idaho Rules of Civil Procedure, rules of the court, and case file management. Work requires the exercise of personal initiative as well as independent judgment and discretion. Work impacts the efficient operations of the Magistrate office –as well as the efficient performance of the judge and the efficient processes of the court. Work is typically performed in an office environment with high stress due to workload, deadlines, and frequent interruptions. Involves a small amount of state travel.

Essential Functions

The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order of priority and may be amended or added to by the County at any time:

1. Prepares orders, trial notices, judgments, jury instructions, warrants and other related paperwork as well as documents related to the court processes and procedures, some of which are highly confidential. Proof reads proposed Orders submitted by attorneys to ensure that they comply with judge's directions.
2. Coordinates, guides, directs and/or assists all deputy clerks dealing with magistrate court cases.

3. Performs duties of a complex and technical nature by applying legal statutes and rules requiring expertise and specialized knowledge, independent problem-solving and research of complex legal documents.
4. Schedules weddings, appointments and other civil and criminal appearances for both local and visiting magistrate judges performing those duties.
5. Answers the phone within the Magistrate's Office. Screens calls, routes calls, takes messages, and answers questions for callers regarding court scheduling, procedures and operations.
6. Transcribes and/or composes letters, orders, and other legal correspondence related to the processing of civil and criminal cases.
7. Provides clerking services for the judges on all magistrate civil law days and civil trials and hearings. Also clerks for visiting judges on civil and/or criminal matters as needed or requested. Court duties include preparing cases for court, administering oaths; electronically recording proceedings on digital recorders as well as taking accurate minutes on the computer, court logs marking and maintaining exhibits, following through on mailing out orders, processing warrants, and scheduling of future court dates. Reviews and assesses the case status making sure all documents are current and ready for court.
8. Prepares and types memorandum communicating decisions, orders and opinions in cases taken under advisement. Preparation includes typing the rough draft; creating tables; finalizing the opinion; and careful proofreading of the title and body of the final opinion or memorandum decision and order.
9. Maintains judges' calendar. Schedules motions, hearings, and court trials on the Odyssey system, and sends out notification of the same. Makes appointments for judges.
10. Prepares magistrate calendars for court and distributes copies to appropriate persons and offices needing them. Responsible for ensuring that affected court clerks and bailiffs are notified of last minute calendar changes.
11. Enters dispositions, orders, hearing results, exhibits and other case-related information into the Odyssey Court Management System.
12. Answers procedural questions from attorneys pertaining to court operations, pleadings, practice, and scheduling.
13. Opens and processes sensitive cases filed under the Child Protection Act (CPA). Schedules mandated hearings to meet stringent time requirements needed for maintaining funding requirements for children being sheltered and placed in foster care. Requires finite tracking of cases for ICWA (Indian Child Welfare Act) status, late found parents, and compliance with time standards. Prepares certified copies of required orders for Department of Health and Welfare as soon as possible.
14. Prepares cases and attendance sign-up form for court-ordered Parenting Workshop. Enters ticklers, prepares Orders to Show Cause, and follows up on ticklers to ensure compliance with court order.
15. Types and processes judge's pay affidavit, travel vouchers, leave forms and time sheets.
16. Prepares and types jury instructions as requested by judges.
17. Reviews monthly reports from Supreme Court identifying cases that may be over time standards or approaching time standards. Initiates action to endeavor to bring the judges' assigned cases into compliance with time standards.

18. Prepares and processes domestic violence protective orders and routes documents to *all* appropriate agencies. Works closely with Victim's Advocate Service Taskforce (VAST).

Secondary Functions

1. Performs any duties requested by the Magistrates, Director or the Clerk of Court.
2. Performs all other duties as assigned.

Job Specifications

1. Must have interpersonal skills to deal confidently with aggressive and demanding attorneys and litigants, as well as to direct and coordinate staff within the office regarding the judge's caseload.
2. This position requires the use of proprietary software as well as to develop templates for forms, and the drafting of professional correspondence using the Microsoft office suite software products.
3. Must have sufficient knowledge of the Judicial Code of Conduct to ensure ethical compliance in all communications and matters relating to the judge.
4. Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job. High school diploma required with additional post-high school training relating to administrative duties.
5. Three years of experience in a position where incumbent works in a courtroom setting, for an attorney, or in another legal environment or equivalent.
6. Previous experience in high customer service position desired.
7. Considerable knowledge of the functions of the courts; legal terminology associated with a variety of court processes, pleadings, and practice; courtroom procedures and protocol.
8. Must possess good organizational, telephone, and communication skills, especially as they pertain to the administrative support associated with the maintenance of court-related functions and programs.
9. Ability to multi-task and maintain composure with a number of incoming telephone lines, high volume walk-in customer traffic, and occasional angry customers.
10. Basic understanding of general office skills, including filing, and use of standard keyboards. Ability to proficiently type at or about 60 wpm using standard keyboards and personal computers. Knowledge of general business applications for computers including currently used version of Microsoft-Word software. Ability to proficiently use common business equipment including facsimile, copiers, printers, etc.
11. Skill in taking and transcribing legal dictation, digital recordings or any other means as commonly utilized within the court system.
12. Proficient grammar skills as used in the composing and proofreading of documents, memos, and other correspondence. Ability to read, analyze and interpret information as typically found within legal or government-related documents.
13. Ability to follow moderately complex oral and written instructions, work in an effective and professional manner and develop and maintain effective, harmonious working relationships with co-workers, supervisors, members of the bar, law enforcement, and the general public.

14. Ability to use discretion in the handling of confidential and/or sensitive matters and material that may have a distinct impact on members of the public involved in court proceedings.
15. Ability to communicate effectively, both orally and in writing.
16. Ability to adapt to frequently fluctuating conditions in many areas, e.g. calendaring, court schedules, assignments, procedures, county personnel and leaders.

Working Conditions

Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual communication (hearing and talking, both in person and over the telephone); frequent fingering, grasping, walking, and repetitive motions. Requires good general vision. Some overtime may be required.

This job description is not an employment agreement or contract and management reserves the right to modify when necessary.

I have reviewed and agree this Job Description accurately reflect the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: _____ Date: _____

Please Print Name: _____