

Judicial Administrative Support



General Summary of Classification:

Performs highly responsible and variable administrative support for Judges assigned to Henrico County. Key functions include recordkeeping, scheduling, liaising with stakeholders and offices, and preparing correspondence and materials for judges. Duties may include fiscal responsibilities, updating databases, and accompanying the judge. Incumbents may serve judges in any legal area, including courts of record, diversion programs, and municipal courts.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.

- Provides a wide variety of clerical, technical and administrative support to one or more Judges.
- Prepares and proofs a wide variety of orders, correspondence, letters, dictation, and other memorandum; may prepare speeches, presentations, proposals and other materials and documents as assigned.
- Schedules, tracks, and or coordinates assigned dockets, hearings, trials, and other court-related dates.
- Coordinates the exchange of files, orders, and other legal documentation within and between offices.
- Enters and maintains disposition and other court-related data into appropriate databases.
- Makes travel arrangements for Judges and prepares related expense reimbursement forms.
- Appropriately triages calls and other inquiries.
- Maintains assigned Judges' calendars, including meetings, appointments, and court schedules.
- May assist with budget preparation, track expenses, and handle invoices.
- May cross-train and serve as a back-up to other staff.
- Performs other duties as assigned.

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Sound working knowledge of the Commonwealth of Virginia court system, principles, and practices of substantive and procedural law; sound working knowledge and understanding of legal terminology inherent to working in a court system; sound working knowledge of the preparation, tracking and management of dockets.
- **Technical:** Sound computer skills with the demonstrated ability to proficiently use typical business software, proprietary systems, and applications to complete assigned tasks.
- **Communication, Customer Service and Interpersonal:** Excellent written and oral skills with the ability to communicate clearly and accurately, both verbally and in writing, with the County's diverse citizen populations using non-technical language to provide excellent customer service and accurately explain important dates and arrangements.
- **Decision-making, and Authority:** Ability to understand and follow complex instructions, policies and data, including federal regulations; makes sound decisions independently, appropriately involving supervisor as needed; excellent organization skills with the demonstrated ability to plan and execute assigned work effectively to successfully complete assigned tasks accurately and in a timely manner within established deadlines; ability to plan, organize, and conduct meetings or training sessions.
- **Leadership:** Non-supervisory. Ability to work independently with minimal supervision and as part of a team.
- **Environment:** Works in an office setting; may work in various locations based on assigned duties, such as cross training.
- **Physical:** Visual and hearing acuity sufficient to interact accurately with a diverse audience of citizens. Physical ability sufficient to perform assigned duties in an office environment and at various other duty-related locations as needed.

Minimum Education and Experience:

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

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 and experience which provides the necessary knowledge, skills, and abilities.

Other Requirements (License, Certifications, Training, etc.):

Required of All:

- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of NIMS ICS 700. Additional NIMS ICS training courses may be required.