



Office of Human Resources  
Judicial Assistant III - CC2317  
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### General Statement of Duties

Coordinates and supports a variety of complex functions, duties and assignments of an assigned judge, judicial officer or specialized function; performs highly responsible, independent, specialized, legal technical work involving the application of policy and legal requirements as it relates to courtroom/warrant/bonding activities, processes and procedures.

### Distinguishing Characteristics

The Judicial Assistant III is the third level classification in a four-part series (of which the first two classifications are progressive).

The Judicial Assistant III is distinguished from the Judicial Assistant II which performs full performance, independent, court specific, clerical/technical work facilitating information, procedures and policies enforced by the courts; prepares legal documents, manages files and interacts with defendants, general public, and others as it relates to judicial processes and procedures; performs customer service, data entry, file maintenance, quality control and ensures compliance with court policies, practices, rules of procedure, state statutes and city ordinances.

The Judicial Assistant III is distinguished from Judicial Assistant IV which processes appeals for the Denver County Court from beginning to end utilizing policies and procedures for each division of the Denver County Court. Performs master level specialized, legal technical work supporting a division and works in multiple courtrooms across divisions, for various, judges or judicial officers; serves as a mentor and trainer and assists judicial officers, administration and division managers with the continuous effort to improve court processes and procedures by identifying and streamlining courtroom activities and functions.

### Level of Supervision Exercised

By position, performs lead work.

### Essential Duties

Manages all courtroom activities. Serves as the initial point of courtroom contract. Ensures the courtroom is open. Assists the public. Maintains file integrity and accurate record of proceeding, entering important data such as releasing bonds, imposing jail time, releasing defendants from custody using Themis. Uses audio record system (Soniclear) to take accurate notes of proceeding. Prepares cases for trials by drafting jury instructions/verdict forms, coordinates Juror pulling with Jury Commissioners Office. Input and update dockets daily. Enter judicial orders and communications with stakeholders.

Reviews court cases to determine whether all legal elements of a case have been met and presents/informs the judge or other judicial officer of issues or concerns; review judge's orders for completeness and accuracy, translates orders to case management; reviews correspondence and determines whether or not the paperwork should be forwarded to the judge; approves or rejects documentation according to policies, procedures, rules, statutes or regulation.

Reviews, prepares and processes legal orders, warrants, protection orders and appearance bonds and other complex forms to include motions, writs of habeas corpus, mittimus, advisements, warrants, protection orders and appearance bonds, in accordance with a judge's order, court procedures, legal precedents or other complicated procedures; creates forms and legal documents including motions, contempt citations and other documents as necessary.

Prepare and send cases to other agencies as the Judge Ordered a Change of Venue.

Assists judicial officers with gathering, analyzing and researching data such as statutes, decisions, legal actions, codes and regulations. Prepares drafts of written legal documents as necessary. Updates judicial officer regarding cases and documents the status and tracks judicial officer's calendars.

Acts as liaison between defendants, court personnel and judges; assists public through knowledge of policy, procedure, ordinances, and statutes; provides the public with general and/or explanatory information as well as answers questions and resolves problems without giving legal advice.

Schedules hearings pertaining to court cases in accordance with civil and criminal rules of procedure, court procedure, judges' preferences and individual discretion.

Maintains, through case management, a variety of confidential records requiring classification and compilation of varied information and processes requests for information according to departmental policy; prepares reports, drafts correspondence concerning legal matters; secures information from public records; proofreads legal materials; compiles reports; maintains tapes and notes for motion hearings, daily dockets, and trials.

Analyzes and interprets complex information; approves or rejects documentation according to policies, procedures, rules, statutes or regulations as it relates to the specialized functional area. Prepares and distributes judicial orders and other legal documents as required.

Queries information from designated databases for criminal histories and motor vehicle driving records.

Maintains working relationships with a variety of agencies and personnel, including but not limited to judges, general public, and court staff including public defenders, private attorneys, inmates, police, sheriffs, mediators, interpreters, and probation officers.

By position conducts research and prepares Fugitive Investigative Templates and provide to the Marshals Fugitive Case Log.

By position, reviews and issues warrants, write/enter bonds, collect bond amount funds. Respond to law enforcement inquires through criminal database when subject has been detained. Ensure detained subject is tracked through the jail system. Review cancelled warrants from the court. Provide information about warrants and bonding to outside agencies and the public.

By position, processes incoming traffic tickets, ensure the ticket is accurate and enters them into the Themis database system.

By positions performs trial preparation including drafting jury instructions when necessary, having direct contact with jurors. Maintains tapes and notes for motion hearing, daily dockets, and trials; filling out competency evaluations referrals for both in and out of custody cases.

By position trains new employees on case management system, courtroom related training and other training topics as needed.

By position, research, analyze and prepare Fugitive Investigation Templates (FIT) as assigned by the Chief Marshal for priority warrants for wanted fugitives.

By position, provides immediate information by radio or phone to Marshals during field operations.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### **Competencies**

Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Decisiveness - Makes well-informed, effective, and timely decisions, even when data are limited, or solutions produce unpleasant consequences; perceives the impact and implications of decisions.

Information Management - Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Writing - Writes in a clear, concise, organized, and convincing manner for the intended audience.

### **Knowledge & Skills**

Knowledge of legal terminology and legal documentation format sufficient to be able to read, interpret, and prepare legal documents.

Knowledge of office practices and procedures sufficient to be able to organize and maintain files, records, and schedules and to obtain and/or relay information and process documents in a timely manner.

Knowledge of case flow management principles and Trial Court Performance Standards.

Skill in interpreting federal, state and local laws.

Skill in presenting ideas for improvement of processes, procedures and policies.

Skill in managing trial, return and hearing calendars.

By position has knowledge of CCIC and NCIC computer access, query and entry system.

By position has knowledge of bond forfeiture procedures.

By position has knowledge of cash, surety, and personal recognizance and property bond procedures.

By position the ability to manage the "bonding agent board".

### **Education Requirement**

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

### **Experience Requirement**

Three (3) years of clerical experience, of which two (2) years of experience must have been in court, law enforcement or legal setting.

### **Education & Experience Equivalency**

A combination of appropriate education and experience may be substituted for the education and experience requirements with the exception of the two years of experience in court, law enforcement or legal setting.

### **Licensure & Certification**

By position, must be able to pass an initial pre-security clearance screening and maintain CBI (Colorado Bureau of Investigation) certification as a condition of employment.

Licenses and certifications must be kept current as a condition of employment.

### **Working Environment**

Subject to many interruptions.  
Pressure due to multiple calls and inquiries.  
Subject to varying and unpredictable situations.

### **Level of Physical Demand**

1-Sedentary (0-10 lbs.)

### **Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: Remaining in a stationary position.  
Carrying: Transporting or moving an object.  
Reaching: Extending the hands and arms or other device in any direction.  
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.  
Fingering: Picking and pinching, through use of fingers or otherwise.  
Talking: Communicating ideas or exchanging information.  
Hearing: Perceiving and comprehending the nature and direction of sounds.  
Repetitive motions: Making frequent or continuous movements.  
Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.  
Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.  
Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.  
Depth Perception: Ability to judge distances and space relationships.  
Field of Vision: Ability to sharply detect or perceive objects peripherally.  
Color Vision: Ability to distinguish and identify different colors.  
Lifting: Moving objects weighing no more than 10 pounds from one level to another.

**Background Check Requirement**

Criminal Check  
Employment Verification  
By position, Licensure/Certification

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: C-618**

**FLSA Code: N**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date: 10/05/2018; 07/09/2020**

**Revised By: SO; GT**

**Class History:**

**10/5/2018 (SO) - corrected Education & Experience Equivalency to specifically include 2 years of experience in court, law enforcement, or legal setting.**

**9/24/2020 (GT) The following sections have been updated as result of Judicial Assistant Classification Study: Distinguishing Characteristics, Essential Job Duties, and Physical Demands to new approved CAO language.**