



Office of Human Resources  
Judicial Assistant II - CC2316  
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### General Statement of Duties

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.

### Distinguishing Characteristics

The Judicial Assistant II is distinguished from the Judicial Assistant I, which performs entry level clerical/technical office support work processing civil filings; adult, juvenile, or criminal state statute and ordinance violations; probation referrals; and traffic/parking summonses. Provides support to the Traffic & Civil Groups, Probation Department and/or the Criminal & General Sessions. Coordinates and purges cases in cooperation with the City Attorney's Office, District Attorney's Office and court division staff.

The Judicial Assistant II is distinguished from the Judicial Assistant III, whose primary focus is managing the daily activities of an assigned courtroom; courtroom preparation and coordinating complex and confidential information and office/functional support for judges or judicial officers.

The Judicial Assistant II is distinguished from the Administrative Support Assistant IV (ASA IV), which performs specialized and/or technical office support in an occupational specialty area not specific to the judicial system.

### Level of Supervision Exercised

By assignment, performs some elements of lead work.

### Essential Duties

Processes all incoming civil filings; adult, juvenile, or criminal state statute and ordinance violations; probation referrals; and traffic/parking summonses, which involves: analyzing, approving or rejecting sensitive/confidential judicial information and determining appropriate services and actions within a defined scope.

Receives on-the-job training for the assigned court division on judicial processes and procedures; applicable legal documents, forms, and applications, which includes how to review and evaluate the paperwork and prepare responses; and the judicial case management system, which includes data entry and case file maintenance techniques.

Attends training sessions to learn Denver Revised Municipal Code, Denver City Charter, and state laws applicable to County Court; judicial processes and procedures utilized within the assigned court division; and applicable legal documents, form, and applications processed by the assigned court division.

Greets customers, answers phone calls daily, providing information to customers; screens telephone calls, transfers calls, takes messages, and returns phone calls as necessary; schedules appointments and meetings for court staff members.

Reviews and evaluates legal documents, forms, applications, computations, and other information to determine accuracy, completeness, acceptability, or compliance to judicial rules, statutes, policies and practices.

Ensures legal requirements are met; maintains data integrity of case information by performing quality control and audit functions; and maintains security or confidentiality of records, equipment or computer access.

Explains and provides general information on regulations, policies, standards, as well as, judicial processes and procedures to court personnel, attorneys, law enforcement agencies, and the general public, in person and by telephone.

Reviews and determines the response to a variety of legal correspondence, including: writs of habeas corpus, jail reconsideration, requests to vacate restraining orders, motions, and miscellaneous letters from customers.

Prepares and processes legal documents to initiate judicial actions, including: release of garnishments, release of property bonds and warrants, and/or dismissal or reduction of traffic charges; prepares outgoing mail as it relates to receiving, recording and processing payments.

Maintains court records; certifies and seals court documents; coordinates and purges case files in cooperation with City Attorney's Office, District Attorney's Office, and court division staff.  
Prepares and distributes court dockets; ensures coverage in court.

Maintains court records for all case files including felony, municipal, and state, which includes certifying and sealing court documents.

Process and disposition of traffic tickets in person, over the phone, or through the mail; verifies defendant information; ensures defendant understands plea offer; making sure fines are appropriate; determines if defendant needs to go to Court; and explains bond procedures.

Processes Civil cases via U.S. Mail and case disposition of traffic tickets including pleas by mail, garnishments, filing motions, answers, entry of appearances by attorney's, sorting mail for judges, other DCC departments and District Courts.

By position, receives monies for fines, costs or filing fees; balances cash drawers daily and prepares necessary paperwork and reports; updates the case management system.

By position, receive and process cash payments, reviewing passport applications, processing records requests, and processing filings received by Probation and Pretrial Services.

By position, ensure juveniles are released or held when ordered by the Courts. Maintain a shared roster for juveniles. Prepare reports for the Emergency Release meetings. Edits court reports for Case Managers, reviews intake packets for new intakes/warrants, prepares files for court, pull files for juveniles turning 18 and expunged cases received by court clerks. Communicates detainee information to DYS. Prepares Personal Recognizes bonds as needed, per court guidelines.

Performs other related duties as assigned.

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

Attention to Detail - Is thorough when performing work and conscientious about attending to detail.

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.

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 the Denver Revised Municipal Code and Denver City Charter applicable to County Court.

Knowledge of state and local laws pertaining to all County Court.

Knowledge of open records and confidentiality requirements regarding court records and documents.

Knowledge of internal control procedures and the purpose for internal controls.

Knowledge of case management software.

Ability to accurately close out and balance cash drawer.

Ability to interpret judicial orders for defendants and witnesses.

Ability to discern and apply difference between legal advice and explaining court processes.

### **Education Requirement**

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

### **Experience Requirement**

Three (3) years of clerical experience and one year 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 one year of experience in court, law enforcement or legal setting.

### **Licensure & Certification**

None

### **Working Environment**

Subject to many interruptions.

Subject to changing work conditions.

**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.

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.

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

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: C-616**

**FLSA Code: N**

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

**Established By: LS**

**Revised Date: 10/05/2018; 9/24/2020**

**Revised By: SO; GT**

**Class History: 10/5/18 (SO) Corrected Education & Experience Equivalency to specifically include 1 year 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.**