



Office of Human Resources
Judicial Assistant IV - CL2318
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General Statement of Duties

Processes appeals for the Denver County Court from beginning to end utilizing policies and procedures for each division of the Denver County Court. Focuses on eviction and money cases, primarily debt collections. 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.

Distinguishing Characteristics

The Judicial Assistant IV is distinguished from 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 IV class is also distinguished from the Paralegal classification in which incumbents perform standard/intermediate level paraprofessional legal work in the City Attorney's Office, District Attorney's Office, or Career Service Hearing Office providing technical support and legal research services to attorneys relating to transactional and litigation matters.

Level of Supervision Exercised

By position, performs lead work.

Essential Duties

Processes appeals for the DCC from beginning to end utilizing policies and procedures for each division of the DCC.

Assists in the development of court-related curriculum and conducts training for court staff. Provides training as requested by Probation Officers, State Public Defender's Office, Municipal Public Defenders Office and Judicial Assistant Supervisors.

Provides new employee orientation presentation of appeals and transcriber's office.

Assists in training agency trainers and judicial assistants focusing on those who perform task for the transcribe's office.

Manages transcription services and contractors. Analyzes and monitors on-going work. Researches and resolves work-related issues. Transcribes material as necessary. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Creates, prepares, and reviews pleading, affidavits, correspondence, orders, evaluates for completeness and accuracy according to policies, procedures, rules, statutes and/or regulations.

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 regulations.

Evaluates relevance and importance of case law, municipal ordinances, statues and their application to specific legal cases/matters in order to formulate approaches and strategies to resolve cases/matters or to provide information to judges, attorneys, managers, supervisors, probation officers and other jurisdictions.

Assists general public with general and/or explanatory information, answering questions, resolving problems without providing legal advice and is the liaison between defendants, court personnel and judges.

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, and probation officers.

Sets appeal bonds, recalls Judicial Orders and authorizes payments/refunds.

Prepares, distributes and processes court dockets and enters judgement. Cases are reviewed in accordance with Colorado Rules of County Court Civil Procedures. For monetary cases or attorney fees, contract/agreements are reviewed to ensure language is appropriate. If Colorado Rules of County Court Civil Procedures not followed, then a Notice of Dismissal is prepared.

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

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

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Customer Service – Works and communicates with clients and customers to satisfy their expectations. Committed to quality services.

Decision Making - Identifies and evaluates alternatives, and makes sound and timely decisions, even in uncertain situations. Decisions involve complex issues and impact the work and outcomes of an organization. Makes most decisions with little or no supervisory review.

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

Reading – Learns from written material by determining the main idea or essential message. Recognizes correct English grammar, punctuation, and spelling.

Writing – Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

Knowledge & Skills

Skill in interpreting federal, state and local laws.

Skill in Word, Excel, various databases to include the case management system.

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

Knowledge of appeal procedures and rules.

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

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 bond forfeiture procedures.

Education Requirement

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

Experience Requirement

Three (3) years of clerical experience, including three (3) years of experience in a court, law enforcement, or legal setting at the type and level of Judicial Assistant III.

Education & Experience Equivalency

None

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: L-620

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date: 10/05/18; 9/24/2020

Revised By: SO; GT

Class History: 10/5/18 - corrected Education & Experience Equivalency to specifically include 3 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:

General Statement of Duties, Distinguishing Characteristics, Essential Job Duties, and Physical Demands to new approved CAO language.