



Office of Human Resources
Judicial Assistant I - CC2315
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General Statement of Duties

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.

Distinguishing Characteristics

The Judicial Assistant I is distinguished from the Judicial Assistant II, which performs full performance, independent, court specific, technical clerical 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, statutes and ordinances.

The Judicial Assistant I 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

None

Essential Duties

Under close supervision, processes civil filings; adult, juvenile, or criminal state statute and ordinance violations; probation referrals; and traffic/parking summonses, which involves: reviewing, 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.

Explains regulations, policies, and procedures to internal/external customers based on knowledge of a specialized area within a defined scope.

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.

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. Retrieve and distribute mail between numerous facilities and courtrooms.

Accept payments on behalf of Denver County Court ensuring payments are paid by appropriate means. Enters payment information accurately into receipting system.

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.

Process U.S. Passports by interviewing applicants ensuring all documents meet U.S. State Department criteria. Assist applicants with suggestions and alternatives when documentation is missing.

Filing various motions and requests daily delivered from the District Attorney's Office, State Public Defenders Office and from the Office of Municipal Public Defenders Office. Entering daily filed charges from the District Attorney's Office for felony level cases.

Reviewing Orders to Seal criminal cases received from the courtrooms.

Responds to requests for information and record searches from law enforcement agencies; performs background checks, including criminal history checks, and requests driving histories from Department of Motor Vehicle.

Utilizes a computer to input information/data and to create, edit, compile, manipulate, and retrieve files and/or databases and creates reports.

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.

Listening – Receives, attends to, interprets, and responds to verbal messages and other cues in ways that are appropriate to listeners and 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

Skill in performing accurate data entry and records retrieval.

Education Requirement

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

Experience Requirement

Two (2) years of clerical experience.

Education & Experience Equivalency

Additional appropriate education may be substituted for the minimum experience requirements.

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-614

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date: 9/24/2020

Revised By: GT

Class History: The following sections have been updated as result of Judicial Assistant Classification Study: General Statement of Duties, Essential Job Duties, Competencies, and Physical Demands to new approved CAO language.