

JOB DESCRIPTION

JOB TITLE: Courtroom Assistant **DEPARTMENT:** Courtroom #4 – Judge Hodge
STATUS: Non-Exempt/Non-Union **DEPARTMENT #:** 160

GENERAL SUMMARY: The incumbent in this position provides highly complex case processing and coordination of judicial activities in a Judge's office. Positions in this classification are distinguished from other classifications by the concentration on job functions that contribute to the processing and coordination of judicial activities for the court from beginning to end. Works with minimal instruction or supervision.

SUPERVISION RECEIVED AND EXERCISED: Reports to and receives direct supervision from the Judge. May be responsible for directly supervising part-time or temporary clerical workers.

ESSENTIAL JOB FUNCTIONS:

COURTROOM DUTIES

- Carries files for day's proceedings into courtroom.
- Convenes court to order.
- Calls cases and hands files to Judge
- Assists Judge in courtroom (i.e. calls for court reporter, sheriff's office and court administrator's office as needed).
- Swears in witnesses.
- Takes notes in court proceedings as needed.
- Fills out sentence sheets for Adult Probation Department.
- Documents plea information for the Court Administrator and schedules sentences.
- Complete various orders as needed (i.e. bench warrants, sentencing orders, etc.)
- Recesses court.

JURY TRIALS

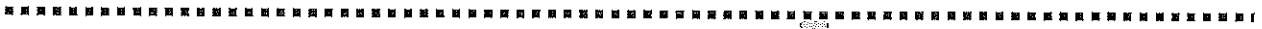
- Copy jurors' questionnaires and lists for attorneys and court personnel.
- Swears in prospective jurors.
- During voir dire, monitors juror excusals to maintain correct number of jurors for jury selection.
- Passes list of jurors back and forth to attorneys for peremptory challenges.
- Calls and swears in jury panel.
- Administers oath to security guard.
- Orders and serves lunch to jury panel during deliberations.
- Acts as liaison between attorneys and court regarding jury's questions.
- Notifies attorneys and Judge when jury arrives at a verdict.
- Reads verdict.
- Polls jurors.

WORKING CONDITIONS:

- Work is normally performed in an office/courtroom environment.
- Moderate physical activity.
- May require physical effort including lifting up to 25 pounds.
- May be required to sit, stand, or walk for extended periods of time.
- Exposure to computer screen.

OTHER REQUIREMENTS:

- Possession of a valid driver's license may be required.



The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills of personnel so classified.

Please sign if interested:
