



Magistrate Court of Fulton County, Georgia Classification Specification

Judicial Assistant – Contract Position

Annual Salary – \$45,666

Position End Date: December 31, 2020

Posting: Open until Filled

Job Summary:

Provides complex administrative support for trial court judge at the chambers level and functions as part of a three-person team of cross-trained court professionals responsible for providing litigation process and docket case flow management.

Essential Duties:

This job description indicates, in general, the nature and level of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities. Incumbent may be asked to perform other duties as required.

Acts as office manager and administrator for judicial chambers. Coordinates resource identification and provision of services related to specific chambers functions based on operational support needs of judicial chambers team. to include the judge.

Handles all personnel, budget, finance, purchasing, inventory and equipment maintenance and facilities management activities for the judge and chambers staff.

Coordinates schedules travel and training, including expense reconciliation. Helps judge and staff successfully navigate applicable Fulton County administrative rules, regulations, policies, ensures procedural compliance.

Processes documents associated with the chambers' overall operations. Ensures fulfillment of chambers administrative requirements and serves as point of contact for administrative support internal and external contacts.

Prepares and composes legal documents and correspondence. Maintains confidential records relating to cases and office administration. Judicial Assistants are cross-trained to function as an integral part of the judicial litigation and docket management support team.

Reviews statistical data generated by the court's case management system and is required to understand and apply principles of differentiated case flow management.

Conduct research, update civil and criminal defendant statistical information, create reports, and dispositions on the computer, and other court systems as required.

Create and publish court calendars and notices. Schedule and coordinate logistics and planning associated with conducting complex jury trials, evidentiary hearings and case status conferences.

May perform civil case flow management and docket management functions and criminal case management back up and/or ancillary support as required, including preparing dispositions and providing in-court judicial support.

Provides lead direction as to assigned areas of responsibility and acts as liaison between judge, administrative support providers, attorneys, litigants, other agencies, and the public. Coordinates court activities with other agencies and courts.

Researches and resolves administrative as well as case flow docket management issues as assigned.

Qualifications:

Knowledge, Skills, and Abilities:

Requires knowledge of legal terminology. Legal documents. Court practices and procedures. Principles and practices of budget development and administration. Bookkeeping principals. General office practices, procedures, equipment, and technology.

Requires skill in drafting form legal documents. Proofreading. Organizing and prioritizing work. Using spreadsheet, database, word processing, and presentation software. Understanding, using, and explaining Court-specific computer applications to manage court processes, gather and analyze statistics, and create reports. Maintaining confidentiality. Building sustainable working relationships with other County personnel, officials, and the public. Communicating effectively with coworkers, supervisor, and the public. Generating enthusiasm and support for program objectives.

Education and Experience:

High School diploma or GED required; and two or more years of experience working in the legal profession or legal setting; three or more years of general secretarial and office management experience; or an equivalent combination of education and experience.

Licensing Requirements:

None required.

Physical Requirements:

Work is typically performed in an office-like environment. May work in high conflict situations and with difficult, sometimes dangerous parties. Positions in this class typically require talking, hearing, seeing, sitting, standing, walking, bending, reaching, fingering, lifting, and carrying.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Performance Metrics:

Factor 1: Decision-Making

Operational: In carrying out the process, there is a choice as to what and how operations will be completed.

Factor 2: Complexity

Patterned: Studies information to determine what it means and how it fits together in order to get practical solutions.

Factor 3: Purpose of Contact

Collect/Exchange Information: Purpose is to exchange or collect information. Involves relaying learned information that the receiver can readily understand in order to solve factual problems, errors, or complaints.

Factor 4: Line/Staff Authority

Individual Contributor: No supervisory accountability.

ADA Compliance:

Superior Court of Fulton County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

APPLICATION INSTRUCTIONS:

Qualified candidates are invited to apply by emailing the following to mary.shimell@fultoncountyga.gov. The email subject line should reference Senior Staff Attorney position.

1. A cover letter detailing relevant experience and how they meet the qualifications for the position.
2. A résumé.

Only applicants who are selected for interviews will be contacted by the court. Applicants selected for the initial interview will be required to submit three professional references.