

**Alaska Court System
Class Specification**

COURTROOM JUDICIAL ASSISTANT

Range: 12

EEO4: 06

SOC: 43-4031

Class Code: C0113

Definition:

Under general supervision, Courtroom Judicial Assistants produce a quality audio recording of a wide variety of court proceedings, prepare log notes, assist judicial officers in the courtroom, and prepare and distribute documents related to the court proceedings.

Distinguishing Characteristics:

The Courtroom Judicial Assistant is primarily responsible to provide clerical and administrative support to a judicial officer during court sessions.

Supervision Received: Courtroom Judicial Assistants work under the general supervision of the departmental supervisor or Clerk of Court. Work must comply with established court guidelines, policies, procedures, and other legal standards.

Supervision Exercised: Courtroom Judicial Assistants do not have direct supervisory responsibilities, but may assist with the training of new employees.

Examples of Duties:

Announce the opening and closing of court proceedings.

Prepare the courtroom for hearings, unlock the doors, post daily court calendar, test microphones and recording equipment, and ensure sufficient quantities of reference materials, supplies, and forms. Prepare the jury room when necessary.

Review case files for prior and pending actions. Advise judicial officer of other pending cases, judicial disqualification, future court dates, bail amounts, outstanding warrants, in-custody defendants, the need to appoint counsel, and other information relevant to the case.

Open court and announce the entry of the judicial officer. Ask unauthorized persons to leave the courtroom during confidential hearings.

Call the roll of prospective jurors and assist in jury selection. Assign jurors to seats in the jury box. Track jury attendance. Note the presence of the jury in the log notes. Notify jurors if and when they must return to court.

Administer an oath or affirmation to jurors, witnesses, bailiffs, interpreters, and other appropriate persons. Maintain a list of witnesses who testify.

Mark and maintain exhibits and exhibit lists; identify exhibits offered and admitted, and those that have not been admitted; collect and properly store exhibits and jury note pads; ensure that exhibits have been properly entered into the record; place trigger locks on guns if necessary; secure exhibits for safekeeping or return to parties, attorneys, or law enforcement officials. Transfer exhibits to the jury as authorized by the judicial officer.

Record court proceedings and prepare an accurate summary of the proceedings and index to the audio record. Note hearing outcomes such as bail conditions set, minute orders, and future court dates. Troubleshoot hardware and software problems in the courtroom. Monitor the recording to ensure quality. Notify the judicial officer if a clear recording cannot be made. Label and number recordings in accord with court standards. Test recordings for quality and store as appropriate. Report equipment problems and malfunctions. Store recordings in a secure place in accord with court standards.

Initiate phone calls for telephonic testimony and proceedings.

Distribute court documents to parties when appropriate. Prepare, distribute, and process documents resulting from proceedings.

Replay portions of court recordings as requested and approved. Produce extracts of log notes as requested.

Publish verdicts rendered by the jury and approved by the judicial officer. Stamp the verdict and add the date of publication. Poll the jury when requested to do so. Note when jurors are excused from service. Issue jury attendance forms and parking permits.

File in-court copies of log notes. Copy notes and provide information to calendaring or other court staff as appropriate.

File in the case file the original log notes, exhibit list, witness list, jury instructions, verdicts, and notes written to the judge by the jury. Report final jury attendance for payment.

Fax transport orders to jail, other court locations, or Alaska Psychiatric Institute.

Enter information into case management system and file tracking system.

Ensure that confidential and sealed court records are properly identified. Transfer recordings of confidential and sealed court hearings to compact disk and remove the audio recording from courtroom equipment.

Duplicate recordings and copy log notes as requested. Provide case-related information to attorneys, parties, corrections officials, and other interested parties.

Knowledge, Skills, Abilities:

A Courtroom Judicial Assistant requires knowledge of:

- Court rules, procedures, and protocols.
- Forms and templates used in the courtroom.
- Standard office software and computer equipment.
- Legal terminology.

A Courtroom Judicial Assistant requires skill in:

- Using recording equipment and office equipment.
- Preparing brief and accurate log notes of courtroom proceedings.
- Writing, editing, proofreading, and proper legal grammar and usage.
- Time management and workload prioritization.

A Courtroom Judicial Assistant requires the ability to:

- Learn and become proficient in the use of courtroom equipment, software, and systems.
- Exercise good judgment to interpret and apply court rules and procedures.
- Maintain composure while listening to graphic and emotional testimony or viewing evidence of violent acts.
- Interact with people of diverse backgrounds and abilities.
- Maintain confidentiality and integrity regarding court cases.
- Manage multiple tasks concurrently.
- Work calmly and efficiently in a fast-paced work environment.

Minimum Qualifications:

Graduation from high school or completion of a General Education Development (GED) certificate AND one year of office clerical experience AND the ability to keyboard at least 40 words per minute (net).

Substitution:

Additional office clerical work experience will substitute for the high school diploma or GED certificate on a month-for-month basis.

Completion of 36 semester credit hours or 48 quarter credit hours of coursework from an accredited college will substitute for the year of required office clerical experience.

Completion of an appropriate vocational training course of study such as legal secretary, paralegal, or office skills will substitute for the required office clerical experience on a month-for-month basis.

09/78 – Revised

02/89 – Revised

06/90 – Revised

04/00 – Revised, MQ

05/02 – Revised

07/03 – Title Change

08/06 – Revised, WPA

02/14 – Remove MQQ's

08/14- Revise MQ's

07/19 – Revised, Job Class Title

12/22 - Revised