

**Job Title: Assistant to Judge**

**Department:** County Court, District Court

**Immediate Supervisor:** County Judge, District Judge

**BRIEF DESCRIPTION OF THE JOB:** Assists in the administrative duties of the court. Manages the law library, coordinates dockets and manages the overall operations of the office.

**ESSENTIAL FUNCTIONS:**

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percentage  
of Time

Physical  
Strength  
Code

1) Assists in administrative duties by creating and maintaining files, compiling various reports, maintaining office supplies, sorting and distributing mail, answering telephones, scheduling meetings, greeting visitors, typing letters, running various errands and performing other duties as assigned.	30%	S
2) Performs other duties by coordinating jury hearings, assisting visiting judges, collecting various fees and assisting with special projects.	30%	S
3) Coordinates dockets and court schedules by scheduling court hearings on the calendar, notifying appropriate defendants and attorneys, obtaining approval from judge, making any necessary changes, coordinating transportation requirements and preparing hearing notices.	25%	S
4) Manages the law library by pulling and distributing books, replacing and discarding books, stamping and shelving books, keeping inventories, maintaining orderliness of library, answering questions of patrons, performing research and notifying patrons of late returns.	15%	L
<p><b><u>Physical Strength Column:</u>    S - Sedentary    L - Light    M - Medium    H - Heavy    VH - Very Heavy</b></p>		

**PHYSICAL DEMANDS**

*Overall Physical Strength Demands:*

Sedentary     Light     Medium     Heavy     Very Heavy

*Codes: for each physical demand code listed:*

*C = Continuously    F = Frequently    O = Occasionally    R = Rarely    N= Never*

*This is a description of the way this job is currently performed; it does not address the potential for accommodation.*

<b>Physical Demands</b>	<b>Frequency Code</b>	<b>Description</b>
Standing	O	Greeting visitors, filing, assisting in court room
Sitting	F	Desk work
Walking	O	To other offices and departments
Lifting	O	Files, boxes, supplies
Carrying	O	Files, books
Pulling	O	File drawers
Pushing	O	File drawers
Using Fine Dexterity	C	Computer keyboard
Reaching	F	For files, books and supplies
Kneeling	R	Filing, shelving books
Crawling	R	Shelving books on lower shelves
Twisting	R	From computer to telephone
Climbing	N	
Balancing	N	
Seeing	C	Reading, computer screen
Hearing	C	Communicating with the public and on telephone
Talking	C	Communicating with the public and on telephone
Using Foot Controls	N	

**Machines, Tools, Equipment and Work Aids:**

Computer and related software, telephone, fax machine, shredder, copier, typewriter, calculator, Dictaphone, printers, video equipment

**Environmental Factors:**

Exposure to and frequency:

D = Daily      S = Seasonal      W=Several Times Per Week      M=Several Times Per Month

<b>ENVIRONMENTAL FACTORS</b>			
Dirt and Dust	N	Extreme Temperatures	Noise and Vibration
Fumes and Odors	N	Wetness/Humidity	Darkness or Poor Lighting

<b>HEALTH AND SAFETY</b>			
Mechanical Hazards	N	Chemical Hazards	Electrical Hazards
Fire Hazards	N	Explosives	Communicable Diseases
Physical Danger or Abuse	Y	Other (specify)	

<b>PRIMARY WORK LOCATION</b>		
Office Environment	X	Warehouse
Vehicle		Outdoors

**Protective Equipment Required:**

N/A

**Non-physical Demands:**

Frequency Codes:      F = Frequently      O = Occasionally      R = Rarely

Time Pressures	F	Emergency Situations	O
Frequent Change of Tasks	F	Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F	Working Closely with Others As Part of a Team	C
Tedious or Exacting Work	O	Noisy/Distracting Environment	O

## **JOB REQUIREMENTS**

### **Formal Education:**

Work requires knowledge necessary to understand basic operational, technical or office processes. Level of knowledge equivalent to four years of high school or equivalency.

### **Experience:**

Over one year up to and including two years experience is required.

### **Certifications and Other Requirements:**

Notary Public

Valid Class C Texas Driver's License

### **Supervisory:**

Work requires occasionally directing helpers, assistants, seasonal employees, interns, or temporary employees.

## **Contacts**

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the County who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

**Signatures - Review and Comment**

I have reviewed this job description and find it to be an accurate description of this job.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Supervisor

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Department Head

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County Government as the needs and requirements of the job change.