



Judicial Branch Job Opportunity

Date: October 5, 2017

Position Title: Judicial Assistant

Salary: \$15.63/hour

Department/Division: Probate/Mental Health

Status: Unclassified

Location: Old Courthouse
125 W. Washington Street
Phoenix, AZ 85003

Job Requirements: The Judicial Assistant performs administrative and legal secretarial work of average difficulty in support of a Court Commissioner and/or departmental administrative areas as assigned.

Comments: Commissioner Marquoit seeks a full-time Judicial Assistant effective **October 16, 2017**. **This recruitment is open internal/external and will be open until filled.** All interested applicants should email a cover letter and résumé to:

Commissioner Thomas Marquoit
C/O Elaina Cano
Email: cano001@superiorcourt.maricopa.gov

Our comprehensive benefits package includes medical/dental/vision, up to 23-vacation days/year, 10 paid holidays and 1 floating personal day. This position is **Unclassified** and not covered by the Classified Personnel Rules or Judicial Merit Rules.

PRIMARY DUTIES OF THE POSITION:

Organizes and directs the administrative functions in support of court activities; sets motions for hearing and trial dates; arranges for interpreters and pro tem judges as necessary; resolves administrative problems; maintains court personnel, attendance and performance records; transcribes a variety of letters, memoranda and jury instructions when requested; prepares, maintains and revises daily court calendars; handles a variety of requests, inquiries, and complaints from litigants, general public, lawyers, judges and other court personnel; notifies all parties as the dates of proceedings.

QUALIFICATIONS/EXPERIENCE/CERTIFICATION/LICENSURE REQUIRED

Knowledge, Skills, and Abilities:

Knowledge of:

- Court policies and procedures, legal terminology, office procedures and practices, and the legal requirements for processing court documents.
- Probate/Mental Health Court.
- Principles and processes for customer service standards and procedures.

Skill in:

- Verbally communicating with others to convey information effectively.
- Communicating effectively in writing as appropriate for the needs of the audience.
- The use of computer applications and software such as MS Outlook, Word, Excel, iCIS, OnBase, and eFile.
- The following equipment: multi-line telephone system, faxination, and copy machine.

Ability to:

- Understand and follow quickly and accurately brief oral and written instructions.
- Make sound decisions in accordance with regulations, policies and procedures.
- Maintain a court calendar and work effectively with judges, commissioners, attorneys, court personnel, and the general public.

Minimum Qualifications: High school diploma or GED and two (2) years' experience as judicial staff in the court system.

Preferred Education and/or Experience: Previous experience in Probate/Mental Health, knowledge of Probate/Mental Health Court or general court procedures, general legal terminology, and the legal requirements for processing court documents are preferred but not necessary. Previous experience interacting with Judges, Commissioners and Attorneys is a plus.

It is the policy of the Judicial Branch not to discriminate in employment or the provision of services. To arrange for reasonable accommodation under the Americans with Disabilities Act ADA, please call 602-506-4473.

All Judicial Branch offers of employment and continued employment are contingent upon passing a thorough background/fingerprint check. Applicants must completely and fully answer any questions regarding felony and misdemeanor convictions including any convictions that have been expunged or set aside. Failure to include criminal history information is grounds for termination of an offer and employment. A conviction may not automatically disqualify an applicant.



Committed to excellence and the principles inherent in the rule of law...
every person, every day, every time.