



## COUNTY OF LEHIGH SPECIAL ASSISTANT - COURTS

0237

### JOB CLASS ESSENTIAL FUNCTIONS

#### GENERAL DEFINITION:

This is specialized work providing typing, organizational and administrative support to members of the Judiciary. A position in this class assists associated staff members in the legal and/or judicial processing of cases, opinions and other actions. Work includes, in addition to traditional secretarial duties, the review of legal documents for completeness, timeliness, approvals, supporting materials and other procedural requirements needed for consideration. This class is differentiated from related classes by the level of legal knowledge required and the degree of judicial specialization which the work entails. A position in this class reports directly to a judge of the Court of Common Pleas.

#### TYPICAL EXAMPLES OF WORK: (Illustrative Only)

Serves as the private and confidential assistant to the judge. Maintains judge's calendar; schedules court proceedings and conferences and coordinates schedules of the judge and all legal counsel; notifies all parties of the date, time and place of the court proceedings and conferences and makes copies of supporting documentation.

Schedules appointments and meetings for the judge and other staff members on a daily basis; reminds judge of his/her schedule; places telephone calls for the judge; provides and secures information for the judge; composes routine correspondence such as cover letters, responses to invitations and referrals; orders office supplies and prepares purchase requisitions for approval; prepares reports required by the Administrative Office of Pennsylvania Courts and other governmental bodies; prepares bi-weekly payroll report.

Supervises and schedules other judicial support staff.

Types legal opinions, correspondence, orders, decrees, memoranda, agreements, verdict slips and other documents from recorded dictation, stenographic or other notes, hand-written drafts or other source materials; verifies legal citations; revises documents into final form from rough drafts already entered on personal computers; proofreads such papers and corrects typographical errors; may take stenographic or other notes of dictated correspondence, documents and other items; establishes and maintains office files or such materials for staff use; prepares indices of such files for staff use; processes paperwork for official filings and distribution to related offices and individuals both within and outside of the Judiciary.

Receives and reviews incoming mail; determines nature of material and procedural action required; identifies subject and relationship to current and/or historical cases; assembles available records, correspondence, documents or other information; refers materials not requiring the judge's attention to a more appropriate office or individual for assistance.

Performs related work as required.

#### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of clerical practices and procedures commonly employed in governmental, legal and judicial offices to document and process cases, opinions, memoranda, decisions, and similar actions.

Thorough knowledge of English usage, grammar, spelling, punctuation and terminology in the legal field.

Knowledge of legal research, legal citations and related matters.

Knowledge of the functions, objectives, programs, and procedures of the Court of Common Pleas.

Basic knowledge of the organizational relationships within the court and related organizations.

Basic knowledge of Lehigh County purchasing, fiscal, personnel and payroll systems.

Skill in organizing workload, establishing priorities and completing case-processing requirements.

Skill in operating a personal computer, dictation equipment, copiers, fax machines and related office equipment.

Ability to take accurate notes of discussions and dictated material in order to produce draft and/or final correspondence, documents and related materials.

Ability to establish and maintain effective working relationships with lawyers, associates, visitors and representatives of other offices both within and outside the Judiciary.

**ACCEPTABLE TRAINING AND EXPERIENCE:**

Education equivalent to the completion of the twelfth grade.

Four to five years secretarial experience in a professional, legal or judicial setting which included substantial involvement with cases or other matters under the jurisdiction of the Court of Common Pleas.

Or any equivalent combination of acceptable training and experience which has provided the knowledge, skills and abilities cited above.

**Estb 1/2001**