

## **JOB DESCRIPTION**

**JOB TITLE:** Judicial Executive Secretary **DEPARTMENT:** Courtroom #2 – Judge Cox  
**STATUS:** Non-Exempt/Non-Union **DEPARTMENT #:** 160

Salary: \$40,000.00

**GENERAL SUMMARY:** The incumbent in this position performs a variety of responsible, complex and confidential executive administrative and secretarial duties for the Judge. Work is performed under minimum supervision and with experience, evolves to the broadest possible latitude for independent judgment.

**SUPERVISION RECEIVED AND EXERCISED:** Reports to and receives direct supervision from the Judge. May be responsible for directly supervising part-time or temporary clerical workers.

### **ESSENTIAL JOB FUNCTIONS:**

- Transcribes dictation of orders of court, opinions, local rules and decisions.
- Types correspondence, memoranda and reports for the Judge's review and signature.
- Maintains files for hearings, which includes completion of a file request card for the Prothonotary/Clerk of Courts for each case file; logs in and out each file to track each file's whereabouts.
- Prepares accompanying form orders and/or pre-sentence information for hearings.
- Retrieves docket information for the Judge.
- Maintains and updates the courtroom schedule for the Judge; also maintains the Judge's personal schedule and agenda, which includes meetings, speaking engagements, wedding ceremonies, conferences, etc.
- Manages phone calls and voice mail.
- Orders and maintains inventory of office supplies.
- Prepares payroll certification sheet for department; tracks and records employee's vacation, sick, personal days and comp time.
- Picks up, opens and distributes mail for Courtroom #2.
- Performs related administrative duties as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the operations of the judicial system.
- Extensive knowledge of office terminology, procedures and equipment.
- Ability to take and transcribe legal dictation.
- Ability to read and interpret documents such as governmental regulations and legal documents.
- Ability to establish and maintain effective working relationships with officials and other departments.
- Ability to work under pressure and make decisions in accordance with law, regulations and established procedures.

**MINIMUM JOB REQUIREMENTS:**

- Graduation from high school or possession of a GED certificate.
- Associate degree preferred but not required.
- One to three years related experience and/or training in legal secretarial work, or
- An equivalent combination of education and experience.
- Requires good knowledge of the operations of the criminal justice system and court procedures.

**WORKING CONDITIONS:**

- Work is normally performed in a typical interior/office work environment.
- Moderate physical activity.
- May require physical effort including lifting up to 25 pounds.
- May be required to sit, stand, or walk for extended periods of time.
- Exposure to computer screen.

**OTHER REQUIREMENTS:**

- Possession of a valid driver's license may be required.

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*The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills of personnel so classified.*