

Part Time Judicial Administrative Assistant

Job Summary

This position provides confidential, specialized administrative support services to the Presiding Judge of Piatt County. The job duties include prioritization, coordination and management of the court calendar as well as all related administrative functions in direct support and under the general direction of the Presiding Judge of Piatt County. Must be able to coordinate and complete a variety of confidential administrative and technical tasks with minimal supervision. This position serves at the pleasure of the Court.

TOTAL COMPENSATION: This position is funded through Piatt County and is a part time position at this time. The hours are 2-3 days per week, compensation range is \$12/hour to \$14/hour.

Examples of Duties

- Coordinates court proceedings, and court participants.
- Assists the Judge in the daily case management of all cases.
- Ensures compliance with and manages pretrial and trial requirements.
- Prepares courtroom orders as needed and directed by the Court.
- Prepares case docket entries as needed and directed by the Court.
- Provides coverage to other courtrooms and assistance to other Judges, as directed.
- Schedules status conferences or court hearings as appropriate.
- Serves, when necessary, as contact for counsel and parties regarding matters with the Court.
- Directs activities to ensure compliance with media protocol issued by the Court.
- Maintains confidentiality of all sensitive reports, correspondence, conversations, special inquiries, closed proceedings or other confidential matters.
- Provides confidential administrative support for the Court.
- Prepares budget claims for presentation to County Board.
- Performs other related duties as required/assigned.

Minimum Requirements

- High School Diploma
- Previous administrative experience is preferred
- Additional experience may be substituted, year for year, for education.
- Required to enter into a confidentiality agreement at the time of hire and maintain compliance throughout employment.

Selection Factors

- Knowledge of the practices, procedures and policies of calendaring, case flow management and jury management.
- Knowledge of computer applications and utilization in a court environment.
- Knowledge of video equipment and utilization in a court environment.
- Skilled in communicating effectively both orally and in writing, sufficient to exchange or convey information and to give and receive work direction.
- Skilled in establishing and maintaining effective work relationships with judges, attorneys, agencies, the media, other County employees and the public.
- Ability to handle sensitive and confidential matters and situations; maintain a high degree of confidentiality and trustworthiness at all times.
- Ability to receive, prioritize and fulfill directions from the Court and be entirely responsible for completion of assigned tasks in a reliable, accurate and timely fashion.
- Ability to perform a variety of independent research and analysis activities.
- Ability to exercise initiative and judgment, and work independently with little or no direction.
- Ability to establish and maintain a close working relationship with the judge to whom they are assigned.
- Ability to work efficiently and effectively under stressful circumstances.
- Ability to operate office equipment including copy machine, scanner, recording equipment, computer equipment and related software programs as needed in the court environment.
- Ability to accomplish multiple tasks simultaneously.

ADA and EOA employer

All inquiries shall be made to the Office of the Presiding Judge of Piatt County (217) 762-5861 or d.rhoades@piatt.gov