

## **POSITION DESCRIPTION – JUDICIAL SECRETARY**

The Judicial Secretary is assigned to a specific judge or judges and reports directly to and is supervised by that judge or judges. The Judicial Secretary also assists the court administrator as necessary to insure smooth operation of the court. The Judicial Secretary is generally responsible for formatting, typing, correcting, and circulating decisions, opinions, and memoranda for the assigned judge or judges, and performing other secretarial work as necessary. Specifically, the Judicial Secretary's duties include the following:

1. After receiving oral argument and submit calendars from administration, pulls briefs from administration case-file room for assigned judges.
2. After each case conference, files assigned judges' individual case notes.
3. Types (or formats) draft memorandum decisions, opinions or judgment entries written by assigned judge, administrator, or staff attorney, and modifies or corrects same as directed. Types (or formats) media release and summary to go with the decision, opinion or judgment entry. Prepares envelopes for mailing.
4. Copies and circulates the final version of decisions, opinions or judgment entries approved by assigned judge(s). Notifies assignment commissioner when case goes into circulation.
5. On each release date (usually Monday), pulls case notes for released cases from pending case note binders; files according to judge's preference.
6. Updates assigned judges' pending case assignment lists. Provides copy to staff attorney for each assigned judge. Update assigned judges' yearly case assignment logs.
7. After case has been completed and opinion, decision or judgment entry released, returns case file to administration for return to clerk's office. Reviews file before returning it to administration to make sure it is complete and that there is nothing in the file that does not belong there, such as judges' notes, interoffice memoranda, etc.
8. Performs secretarial work and maintains files for assigned judges as necessary.
9. Receives, screens and directs telephone calls for assigned judges.
10. Maintains assigned judges' libraries.
11. Arranges attendance and travel for assigned judges to attend seminars, conferences and meetings.
12. Compiles data and prepares reports and documents for assigned judges as neces-

sary, including expense reports, continuing legal education hours, financial disclosure statements, and case assignments.

13. Assists assigned judges with organizing, documenting and billing visiting judge assignments. Make file folder upon notice of assignment, prepares worksheet for judge's use, types or formats and circulates decision/opinion, communicates with assigning court until release and completion of decision, and prepares and mails bill.
14. Assists other judicial secretaries as necessary, particularly if the other judicial secretaries are unavailable due to vacation, sick time, etc. Assists administrative secretaries as necessary.
15. Assists, when needed, with typing or formatting decisions/opinions for judges assigned to the 12<sup>th</sup> District as visiting judges; prepares opinions/decisions (including summary sheet, media release and sign-off sheet) for circulation written by retired or visiting judges.
16. Responsible for maintaining, updating and implementing the court's public records retention schedule with respect to all records kept by the court.
17. Assists with mailings and binders for annual judicial conference; attends conference to help with registration and luncheon if needed.
18. Arrives at work on time and is present during scheduled working hours; cooperates with the judges, supervisors and co-workers as necessary to insure the smooth and efficient operation of the court.
19. Performs other duties as requested by the judges, staff attorneys or court administrator.