

**Alaska Court System
Class Specification**

CHAMBERS JUDICIAL ASSISTANT 1

Range: 12

EEO4: 06

SOC: 43-6011

Class Code: C0121

Definition:

The Chambers Judicial Assistant 1 provides responsible and confidential administrative and technical support services for one or more judges of the Alaska Court System.

Distinguishing Characteristics:

Positions in the Chambers Judicial Assistant series provide a variety of confidential and responsible administrative and technical support to judicial officers of the Alaska Court System. Chambers Judicial Assistant duties involve using independent judgment and technical knowledge. Chambers Judicial Assistants may perform substantive research and analysis, and evaluation of statistics.

Supervision Received: Incumbents work under the general supervision of one or more judges.

Supervision Exercised: Incumbents have office management responsibilities and may supervise lower level clerical employees.

A Chambers Judicial Assistant 1 provides administrative support to one or more district court judges or superior court judges.

A Chambers Judicial Assistant 2 provides administrative support to Supreme Court justices, appellate court judges, and the presiding judge of each judicial district. Assistants to the presiding judge of each judicial district retain this classification only while the judge is presiding.

A Chambers Judicial Assistant 3 provides administrative support to the chief justice of the Supreme Court and the chief judge of the court of appeals. The incumbent retains this classification only while the justice or judge remains chief.

Examples of Duties:

Respond to questions or requests for information. Gather requested information, data, and statistics at the request of the judge. Keyboard and compose standard or routine correspondence, legal memoranda, decisions, court orders, and other similar documents. Sign routine correspondence upon direction. Compose and keyboard non-standard correspondence reports for perfunctory signing by the judge.

Set up and maintain special records for current projects and correspondence files.

Review correspondence prepared by other staff members for judge's signature for consistency with judge's viewpoint and administrative policy.

Review outgoing correspondence prior to distribution to ensure accuracy of details format grammar, and typographical errors.

Maintain daily calendar and make appointments.

Open, sort, and route mail. Receive and screen calls and visitors, inquire as to the nature and urgency of their business. Answer routine questions on status of current projects. Use tact and discretion in the amount and keyboard of information given in response to inquiries. Relay messages of a confidential nature.

Arrange for transportation and accommodations. Examine and process expense claims. Make arrangements for meetings and notify appropriate parties. Keep time and attendance records. Prepare judicial affidavits and judicial leave reports for signature.

Attend meetings and conferences with or without the judge, summarize notes into minutes, and distribute to appropriate parties.

Remain cognizant of the professional image of the agency and inform the judge of areas in need of improvement. Exercise initiative in reviewing daily activities for public relations and progress implications.

Conduct research that may require selecting and accessing multiple information sources or contacting sources to obtain correct or missing information.

Take and transcribe dictation as required.

May be cross-trained and perform as a Courtroom Judicial Assistant.

Knowledge, Skills, and Abilities:

A Chambers Judicial Assistant 1 requires knowledge of:

- Standard office practice, procedure, software, and equipment.
- Proper English grammar, composition, spelling and punctuation.
- Correspondence and keyboarding formats.
- The organizational structure of the Alaska Court System.
- The Alaska Rules of Court, Administrative Rules, and Personnel Rules.

A Chambers Judicial Assistant 1 requires skill in:

- Formatting and keyboarding letters, forms, orders, judgments, and other documents.
- Transcribing and operating tape-recording equipment.
- Dealing effectively and tactfully with judges, attorneys, other court personnel, and the public.

A Chambers Judicial Assistant 1 requires the ability to:

- Function with a high degree of confidentiality and independence.
- Effectively establish priorities.
- Draft legal documents, reports, and correspondence independently or from general oral and written instructions.
- Perform delegated administrative assignments independently.

- Handle a wide variety of public contacts on the telephone and in person with courtesy and tact.
- Understand and carry out oral and written directions with minimal explanation.
- Analyze situations accurately and take effective action.
- Use standard office equipment, software, and systems in a business environment.
- Work cooperatively with others.
- Supervise the work of clerical assistants when required.

Minimum Qualifications:

Graduation from high school or completion of a General Education Development (GED) certificate.

AND

Two years of progressively responsible, fully qualified work experience as an administrative assistant.

AND

The ability to keyboard at least 40 words per minute (net).

Substitution:

Completion of an appropriate vocational training course of study such as legal secretary, paralegal, or office skills will substitute for one year of the required administrative assistant work experience.

A bachelor's degree from an accredited college will substitute for one year of the required administrative assistant work experience.

Twelve months of work experience performing general clerical work that demonstrates work skills equal to those of a Court Case Manager 1 with the Alaska Court System will substitute for one year of the required administrative assistant work experience.

NOTE: Work experience as a legal administrative assistant is preferred. Positions in this job classification are in the partially-exempt service and serve at-will to the appointing authority.

01/76 Original

09/78 Revised

02/89 Revised

06/90 Revised

07/99 Revised - Substitution

07/00 Revised - Sec I title eliminated w/revised Def/DC/KSA

07/01 Revised - Title Change

09/06 Revised - WPA

12/06 Revised – Special Note

02/14 Revised – Remove MQQ's

08/14 Revised – MQ's
06/19 Revised – Job Class Title
11/22 Revised