

Clayton County	
Title: Judiciary Secretary Class Code:	

PURPOSE OF CLASSIFICATION

Performs responsible secretarial, administrative, and paralegal work for a Court Judge. Duties include scheduling hearings; recording hearings and writing court notes; preparing orders, correspondence, and other documents; scheduling and coordinating activities involving the judges' calendar; and performing varied administrative support functions such as monitoring the office budget, maintaining office files and supplies, receiving and distributing mail, and receiving calls and visitors. Work is performed under the general supervision of a Judge in Superior, State, Magistrate or Juvenile Court.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Schedules hearings, motions, jury and non-jury trials, and other legal proceedings; prepares calendars and distributes to prosecutors, probation officers, jail, court reporters, attorneys, and legal parties; coordinates bailiff work schedules and bailiff payroll for bailiffs; schedules part-time or fill-in judges as needed. Prepares mail and files hearing notices.

Tracks and submits reports for payroll on all part-time judges and staff. Coordinates court reporters' invoices for payment.

Attends and records hearings; takes notes regarding court proceedings; prepares legal documents, orders, correspondence, letters, and documents.

Receives incoming correspondence requests for court appointed attorneys, motions, and other legal documents and/or requests; opens, sorts and distributes mail; refers pleadings, motions, and other documents requiring the judge's attention; drafts responses to incoming mail as appropriate; and prepares outgoing mail.

Maintains department records, such as case records, decisions, orders, etc.; retrieves information from files as requested; prepares reports such as caseload statistics; and submits /disburses reports as appropriate.

Manages judge's schedules; screens all visitors and callers; provides information and assistance when appropriate; and forwards call or visitor at judge's convenience. Serves as administrative liaison between judge and attorneys, court personnel, County officials, other judges, etc. regarding legal issues, calendars proceeding schedules, etc. Circulates documents and obtains signatures from necessary parties.



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Orders office supplies as needed or requested. Maintains budget information and other department financial information; prepares procurement requisitions as needed; and arranges for the repair and maintenance of office equipment.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High School Diploma or GED; supplemented by three (3) years of experience providing secretarial/clerical support in a legal environment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

