

## Administrative Assistant IV (Judicial Secretary)

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Company: City of Roanoke, Virginia

Location: United States

Category: other-general

### About the Position:

#### Description

The City of Roanoke is seeking an Administrative Assistant IV (Judiciary Secretary) to perform clerical and paraprofessional work involving the handling of paralegal, administrative, and secretarial duties. The successful candidate may serve as HR Contact for a department. Associates degree in business, secretarial science or related field; five or more years related experience and/or training in legal secretarial work, local government or a related field; or equivalent combination of education and experience is required.

Pursuant to Section 2-66 (a) (20), Code of the City of Roanoke (1979), as amended, this position in City service is an unclassified judicial appointment. The appointee holds employment at the will of the appointing Circuit Judge and only so long as the appointing Judge remains an active Judge of the Circuit Court of the 23RD Judicial Circuit.

Persons who perform this job function are required to work on days when court is in session.

The City of Roanoke is an Equal Employment Opportunity/AA/M/F/Disability Employer.

To elevate the performance of the organization, we are committed to respecting,

celebrating, and embracing the collective mixture of differences and similarities between our employees as a rich tapestry. Our behaviors will demonstrate open communication, and we will seek opportunities to learn, recognizing and rewarding actions that promote acceptance while suspending judgment. By doing this, we will foster an inclusive, open work environment that delivers excellent service and creates a more vibrant and inviting community.

This is a non-exempt position.

## **Examples of Duties**

### **SUMMARY**

Performs clerical and paraprofessional work involving the handling of paralegal, administrative and secretarial duties. May serve as HR Contact for a department.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Maintains manual & automated court calendars and daily dockets, scheduling all trials, hearing, appointments and postponements; computer proficiency is required

Serves as a liaison between the judge, the attorneys at the bar, and the public in processing all kinds of lawsuits, criminal prosecutions, chancery causes and other matters in dispute

Arranges sentencing and revocation hearings

Prepares jury instructions per judge's direction under extreme pressure

Prepares and reviews court orders, reviews divorce files and prepares them for judges action

Advises attorneys of the approval or disapproval of uncontested matters submitted (usually divorce cases), informing them of errors or omissions

Prepares judge's opinions, involving professional terminology and legal citations

Keeps schedules of when briefs are due

Performs limited legal research

Establishes and maintains general files and other judicial records

Takes and screens all phone calls, advises public and media concerning hearings and trials and other related matters

Receives and screens correspondences, request for cameras in courtroom coverage and assures that ex parte communications are appropriately disseminated

Orders materials and supplies and maintains up-to-date version of codes, loose-leaf services and other publications

Files in Clerks office materials received by judge and serves as conduit between judge and deputy clerks for files and orders

Typing from dictation

Serves as conduit between judge and MIS/OES personnel at Supreme Court of Virginia

May serve as HR Contact for a department

### **Human Resource Contact**

Coordinates the hiring and on boarding of new employees

Create job requisitions in NEOGOV

Process personnel transactions forms for hires, terminations, transfers, promotions, merit increases and supervisory changes in Lawson

Prepares FMLA request forms and assist with monitoring of FMLA paid and unpaid leave.

May assist in payroll related task

May complete time-entry for personnel in your department (known as the NLA system). Perform other duties as assigned

### **SUPERVISORY RESPONSIBILITIES**

May supervise assigned staff as needed. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

### **Typical Qualifications**

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE**

Associates degree in business, Secretarial science or related field; five or more years related experience and/or training in legal secretarial work, local government or a related field; or equivalent combination of education and experience.

#### **Supplemental Information**

#### **LANGUAGE SKILLS**

Ability to read and interpret various legal documents, pleadings and instruments and familiarity with legal citations and legal authorities, and treatises. Ability to write reports and correspondences. Ability to speak effectively before groups of customers or employees of organization.

#### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include ability to adjust focus.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**This is a job description and not an individualized position description. A job description defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.**

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