**Judicial Assistant Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for a Judicial Assistant who will report to a Judicial Case Manager and functions within a clerical operation. The work will include: processing electronically filed documents, assisting court patrons including self-represented litigants, processing payments, attending court hearings, administering oaths, monitoring the digital recording of proceedings, and preparing/distributing orders.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Assist court patrons and self-represented litigants in person or over the phone
* Process case filings electronic and non-electronic
* Payment receiving
* Phone and email correspondence with public and attorneys
* Schedule and attend hearings and/or trials, administer oaths, manage digital recording, and exhibits
* Prepare/distribute minute entries and orders
* Perform other duties as assigned

### About you

* Bachelor's degree and [insert number of years] years of experience in a professional office environment; OR a Paralegal certificate OR Associate's degree and [insert number of years] years of related experience
* Effective communication and customer service skills with a demonstrated ability to professionally interact with colleagues and court patrons
* Proficiency in a technologically driven environment with intermediate to advanced computer skills
* Ability to manage time effectively and transition between multiple tasks
* Attention to detail and strong organizational skills
* Ability to analyze information, solve problems, and make effective and informed decisions
* Ability to function both independently and within teams
* Ability to work under pressure and meet deadlines
* Basic cashiering and math skills
* Intermediate writing skills including effective grammar, spelling, and punctuation
* Some travel is required throughout the district and court sites for meetings and training

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]