

Name: _____

Date: _____

(mm/dd/yy)

**Kansas Judicial Branch
Administrative Assistant / Secretary I, II Job Duties Worksheet**

Prior to updating the position description for the employee, both the rater and the employee should *independently* review the following list of job duties. Place the letters *n/a* in the *not applicable* column next to any duties that will not be part of the employee's job responsibilities during the evaluation period. Also indicate in the spaces provided in the appropriate duty category, any duties that the employee performed during the evaluation period that are not listed. After the rater and employee have each reviewed the list, they should meet and resolve any discrepancies prior to the rater evaluating the employee's performance.

<i>Not Applicable</i>	Duties
	Supervision/Lead Worker Duties
_____	Evaluating employees
_____	Managing employee leave
_____	Providing guidance and information to staff
_____	Supervising necessary cross-training
_____	Distributing workload evenly among employees
_____	Recruiting and hiring
_____	Managing timesheets
_____	Completing, submitting and maintaining other personnel and payroll documentation
_____	Ensuring staff coverage on a daily basis
_____	Serving as a coach or mentor to other employees
_____	Assisting coworkers
_____	Coordinating office management efforts with the chain of command
	Fiscal and Budget Duties
_____	Purchasing
_____	Completing required reporting forms
_____	Vouchering
_____	Invoicing
_____	Assisting in the preparation of court budgets
_____	Assisting with preparation of office budget and expense records
	Court Duties
_____	Setting trials and hearings
_____	Preparing files
_____	Informing jury clerk of jury trial schedules
_____	Communicating with jurors
_____	Setting and removing cases from trial calendar
_____	Preparing statistics
_____	Completing statistical tracking in a timely manner
_____	Handling caseflow management measures in a timely manner
_____	Following state and local court policies and procedures
_____	Working in other offices as assigned
_____	Finding and correcting errors
_____	Serving as bailiff
_____	Transcribing notes, correspondence and testimony accurately with recording technology
_____	Maintaining order and cleanliness of court
_____	Administering oaths or affirmations
_____	Notifying attorneys of case scheduling

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Not
Applicable

Duties

Court Duties (cont.)

- _____ Setting appointments and hearings for the district judges
 - _____ Checking and preparing case files for the next day
 - _____ Filing all judges trial docket notes
 - _____ Typing judge's correspondence, memorandum opinions and decisions
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Office Duties

- _____ Copying, sorting and filing documents
 - _____ Reviewing files and/or documents for accuracy and completeness
 - _____ Maintaining records
 - _____ Stamping and preparing incoming and outgoing mail (pickup and delivery)
 - _____ Screening visitors and callers
 - _____ Answering phones in a professional and courteous manner
 - _____ Maintaining appointment calendar
 - _____ Taking and transcribing dictation accurately
 - _____ Operating office equipment: computers, software programs, copiers, phones, recording equipment, etc.
 - _____ Composing letters and documents
 - _____ Maintaining office supplies
 - _____ Inventorying property
 - _____ Maintaining various records of office activities
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Public Relations Duties

- _____ Working with public in routine and difficult situations
 - _____ Serving as information resource to public, court, staff, and OJA
 - _____ Providing courteous service to coworkers and public
 - _____ Communicating with court staff and outside contacts
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