

**KANSAS JUDICIAL BRANCH**  
Position Description

Instructions: Complete employee name, district and county, department, and position number. Make statements simple, brief, and complete. Form must be signed by the appointing authority.

Distribution: 1-Employee, 1-Supervisor, 1-Office of Judicial Administration - original

**PART I.**

Employee Name: \_\_\_\_\_  
 Job Title:           Administrative Assistant     
                           Secretary I                                     
                           Secretary II                                     
 District/County:    / \_\_\_\_\_  
 Department:        \_\_\_\_\_  
 Position Number:   \_\_\_\_\_  
 \_\_\_\_\_

**PART II.**        The position supervisor or other designee of the appointing authority shall complete the remaining sections of the description.

**SECTION A. POSITION PURPOSE:**

**SECTION B. DUTIES:**

Instructions: Place the letters *n/a* in the column next to the duties which are not a part of the employee's job responsibilities.

*Not*

*Applicable*

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

Not  
Applicable

Duties

**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 caseload 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
- \_\_\_\_\_ 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

**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

**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

**SECTION C. SUPERVISORY DUTIES:**

List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Class Title	Position Number
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**SECTION D. CERTIFICATION:**

I certify that this is an accurate nonfraudulent statement of the major duties and responsibilities of this position and its organizational relationships, and that this position is necessary to carry out the government functions for which I am responsible. This position description supercedes any prior worksheets or position descriptions. (This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment of employees and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.) (K.S.A. 20-162)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rater Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
Date