

Name: _____

Date: _____
(mm/dd/yy)

Kansas Judicial Branch District Court Legal 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.

*Not
Applicable*

Duties

Supervision Duties

- _____ Developing and implementing employee training and development
- _____ Evaluating employees
- _____ Disciplining employees
- _____ Managing employee leave
- _____ Providing guidance and information to staff
- _____ Developing policies and recommending procedures
- _____ Supervising necessary cross-training

Human Resources and Personnel Duties

- _____ Recruiting and hiring
- _____ Managing timesheets
- _____ Completing, submitting and maintaining other personnel and payroll documentation
- _____ Handling grievances and complaints
- _____ Making staffing recommendations (number of personnel, distribution of personnel, etc.)
- _____ Ensuring staff coverage on a daily basis

Fiscal and Budget Duties

- _____ Purchasing
- _____ Preparing and managing grants
- _____ Preparing vouchers on a timely basis
- _____ Assisting with the law library budget

Court Duties

- _____ Setting up and preparing cases
- _____ Ensuring proper case procedures
- _____ Supervising and overseeing docketing
- _____ Serving as liaison with other agencies
- _____ Managing juries
- _____ Maintaining witness registers
- _____ Scheduling interpreters
- _____ Arranging for security officers when necessary
- _____ Preparing reports and statistics
- _____ Managing facilities (records storage, scheduling courtrooms, custodial, space management, etc.)

District Court Legal Job Duties Worksheet

<i>Not Applicable</i>	Duties
	Legal Duties
_____	Conducting research
_____	Drafting documents
_____	Ordering books and research materials
_____	Supervising intern program
_____	Managing caseload
_____	Managing law library
_____	Assigning cases
_____	Assisting with research issues
_____	Developing training procedures for law clerks
_____	Assisting law clerks with research and writing
_____	Tracking cases
_____	Compiling statistics related to cases

	Public Relations Duties
_____	Conducting or coordinating speaking engagements or tours
_____	Serving as information resource to public, court, staff, and OJA

