

Name: \_\_\_\_\_

Date: \_\_\_\_\_  
(mm/dd/yy)

### Kansas Judicial Branch Office Staff 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
	<b>Supervision/Lead Worker Duties</b>
_____	Developing and implementing employee training and development
_____	Evaluating employees
_____	Managing employee leave
_____	Providing guidance and information to staff
_____	Developing policies and recommending procedures
_____	Supervising necessary cross-training
_____	Distributing workload evenly among employees
_____	Recruiting and hiring
_____	Managing timesheets
_____	Completing, submitting and maintaining other personnel and payroll documentation
_____	Handling grievances and complaints
_____	Ensuring staff coverage on a daily basis
_____	Serving as a coach or mentor to other employees
_____	Providing regular ongoing feedback to staff
_____	Assisting coworkers
_____	Coordinating office management efforts with the chain of command
	<b>Fiscal and Budget Duties</b>
_____	Purchasing
_____	Receipting and adjusting
_____	Disbursing money
_____	Transferring money
_____	Completing month-end and year-end reconciliation
_____	Handling investment accounts
_____	Balancing daily transactions accurately
_____	Balancing monthly transactions accurately
_____	Completing required reporting forms
_____	Vouchering
	<b>Court Duties</b>
_____	Setting trials and hearings
_____	Tracking and monitoring the location of court files and record materials
_____	Preparing files and indexes
_____	Informing jury clerk of jury trial schedules
_____	Issuing summonses and information for jury duty
_____	Setting and removing cases from trial calendar
_____	Entering appearance dockets timely and accurately
_____	Preparing quarterly case termination reports

### Office Staff Job Duties Worksheet

Not  
Applicable

Duties

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**Court Duties (cont.)**

- \_\_\_\_\_ Preparing weekly statistics
- \_\_\_\_\_ Completing statistical tracking in a timely manner
- \_\_\_\_\_ Handling caseflow management measures in a timely manner
- \_\_\_\_\_ Issuing court documents in a timely manner (summons, subpoenas, garnishments, etc.)
- \_\_\_\_\_ Following state and local court policies and procedures
- \_\_\_\_\_ Handling problems in the absence of the clerk
- \_\_\_\_\_ Applying information from manuals to complete transactions
- \_\_\_\_\_ Working in other offices as assigned
- \_\_\_\_\_ Finding and correcting errors
- \_\_\_\_\_ Serving as bailiff

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**Office Duties**

- \_\_\_\_\_ Copying, sorting and filing documents
- \_\_\_\_\_ Reviewing files and/or documents for accuracy and completeness
- \_\_\_\_\_ Preparing records for microfilming or scanning
- \_\_\_\_\_ 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
- \_\_\_\_\_ Handling requests for information
- \_\_\_\_\_ Maintaining office supplies
- \_\_\_\_\_ Inventorying property

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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