

# Market Range Detail - Judicial Assistant Senior/Lead

## Effective Date

March 16, 2015

## Market Range Title Description

Positions in this market range title are responsible for designing and implementing training programs and protocols to ensure proper education of the judicial staff within the Arizona Superior Court in Maricopa County. Primary responsibilities include: managing ongoing departmental training; developing and delivering training content; providing general training, mentoring and support to judicial staff; monitoring judicial assistant performance to ensure consistency; acting as liaison between judicial staff, Court Administration and Court Technology Services; overseeing the creation and maintenance of departmental judicial assistant manuals and training materials; assisting in providing training in computer operation, use of electronic courtrooms and other general judicial staff topics; working with Court Administration to resolve ad hoc issues in criminal or non-criminal divisions, judicial education and training, rotation planning, etc.

## Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$18.35	\$22.33	\$26.31

## Likely Minimum Qualifications

- Two years experience in a judicial division in the court system, or three years with a law office.
- One year of experience working in a lead capacity preferred
- One year of experience may be substituted with completion of an accredited "legal secretary" or "paralegal" training program, or completion of at least thirty hours of college level courses.
- High School Diploma or GED
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

## Working Titles

- Judicial Staff Trainer/Coordinator

### Glossary:

**Market Range Title:** Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

**Effective date:** The date the salary range was implemented for use.

**Market Range Title Description:** Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

**Likely Minimum Qualifications:** Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

**Market Range:** The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

**Hiring Range:** The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

**Working Title:** The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.