



OFFICE OF THE CHIEF JUDGE
Third Judicial Circuit Court – Madison County, Illinois

DAVID A. HYLLA
Chief Judge

EMPLOYMENT OPPORTUNITY

DATE POSTED: December 6, 2018

CLOSING DATE: December 20, 2018 or until position is filled

POSTION: Judicial Assistant Starting salary is \$24.56 per hr Grade 11
(Circuit Court)

Qualifications: An associate degree and/or two years experience and training in law and legal research.

Duties: Perform a variety of judicial assignments for the Circuit Court including providing assistance in the courtroom for dockets and jury trials, legal research and writing, typing orders and correspondence, creating forms, maintaining judges' calendars and caseload management.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Provide assistance to Judges, attorneys, jurors and public for court proceedings, dockets and jury trials
- Open court by announcing the greeting and making certain those entering courtroom are dressed consistent with court rules and the demeanor of everyone within the courtroom is consistent with the wishes of the presiding judge
- Proficient in researching cases using AS400
- Proficient in researching case law and writing briefs
- Must abstain from public comment about any pending or impending proceeding as required by Supreme Court Rule 63
- Maintain all electronic equipment needed for courtroom hearings and trials
- Responsible for keeping jurors segregated from general population during trials
- Provide deliberating jurors with meals and lodging if needed
- Keep judges' calendar and remain knowledgeable in judges' caseload
- Assist with juror orientation and juror selection
- Maintain order in the courtroom and call on court security when needed
- Coordinate with judge and clerk to insure court files and dockets are ready for hearings and trials
- Coordinate with judges and jail to insure prisoners are ready for appearances and prepare necessary paper work
- Answer telephone and respond to inquiries using resources available
- Take messages for judges and schedule appointments
- Assist in training of new Judicial Assistants

- Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above

PROCEDURES FOR APPLYING

Send resume and completed Madison County application form, which can be found on the County website: <http://www.co.madison.il.us/> to:

TERI PICCHIOLDI
TRIAL COURT ADMINISTRATOR
MADISON COUNTY CIRCUIT COURT
155 N.MAIN ST., STE 405
EDWARDSVILLE, IL 62025
tpicchioldi@co.madison.il.us

This position is covered under the AFSCME Union contract and supervision is provided by the Chief Judge and Trial Court Administrator.

An Equal Opportunity Employer