

	JUDICIARY OF GUAM	HUMAN RESOURCES DEPARTMENT JOB STANDARD
CLASSIFICATION TITLE: CRIMINAL DOCKET MANAGER		EFFECTIVE DATE: 3/16/23
PAY GRADE: O	TOTAL HAY EVALUATION POINTS: 466	POSITION STATUS: [X] Classified [] Unclassified [X] FT [] PT
FLSA CATEGORY: [X] Exempt [] Non-Exempt		EEO CATEGORY: Professional
REPORTS TO: Superior Court Clerk of Court or Designee		APPROVED BY: DANIELLE T. ROSETE, Esq. <i>D. Rosete</i>

NATURE OF WORK:

This professional and highly responsible position is assigned to assist judicial officers and chamber staff in the efficient management and disposition of criminal cases filed in the Superior Court of Guam by using benchmark case management techniques to promote case progression and disposition. This position includes assisting the Courts and Ministerial Division in scheduling and monitoring compliance with requirements for handling criminal cases under the Guam Code Annotated, Local Rules of Court, and Administrative Rules.

ESSENTIAL FUNCTIONS: (This is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent for this position. Duties, responsibilities, and activities may change at any time with or without cause.)

Identifies and implements a variety of case flow techniques to promote case progression and disposition and to address time standards relating to the disposition of criminal cases.

Assists judicial officers by coordinating and managing criminal cases through tasks including, but not limited to, monitoring all incoming criminal case motions and coordinating scheduling with appropriate judicial staff.

Reviews criminal cases for compliance with Guam law, local rules, and administrative orders to assure completeness and readiness for hearings.

Assists with the case management of judicial caseloads, enters data in the court's case management system and maintains a database of open cases needing attention.

Evaluates and classifies cases by manner of disposition and the legal status of defendants, including bail information, pre-trial detention, treatment court participation, in order to assist the judicial officers in efficient scheduling of future hearings.

Reviews case processing timeframes and assists the judicial officer with establishing benchmarks for effective case management.

Compiles forms to be placed in a repository to be utilized by Judicial Officers issuing criminal orders.

Identifies time-sensitive filings to ensure that they are addressed in a timely and appropriate manner, such as *ex parte* filings, speedy trial assertions, and bail modifications.

Prepares case management and statistical reports generated by the court's case management system.

Participates in training opportunities, court activities, projects, and committees as requested or required.

Reviews court files where issues arise and responds to inquiries from judicial officers regarding criminal cases and statuses.

Provides information, guidance and direction to attorneys, patrons of the court, other court employees and agency representatives regarding applicable case management policies and procedures.

Adheres to and complies with all promulgated policies, standards, and codes of ethical conduct.

Performs other related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES & SKILLS:

Working knowledge of core principles of substantive law applicable to proceedings in the criminal justice system.

Thorough knowledge of legal terminology related to the area of assignment.

Thorough knowledge of criminal documents and criminal case rules and procedures.

Thorough knowledge of legal secretarial practices and procedures.

Thorough knowledge of business English, spelling, punctuation, and arithmetic.

Knowledge of courtroom protocol.

Knowledge of procedures and practices specific to the criminal justice system.

Knowledge of legal terminology and legal format.

Knowledge of court case management principles.

Knowledge of Microsoft Office, including Microsoft Word, Excel, and PowerPoint.

Ability to organize and facilitate in court proceedings to include coordination of resources and logistics associated with conducting complex trials and hearings.

Ability to develop, layout, and implement clerical procedures and operations from general instructions and guidelines.

Ability to make routine decisions by established rules, policies and procedures and applicable statutes.

Ability to compose correspondence on routine matters and to perform everyday tasks without referral to supervision.

Ability to maintain confidentiality and discretion concerning case management.

Ability to maintain a professional demeanor and work efficiently with judicial officers, officials, attorneys, self-represented litigants, the public, and employees.

Ability to identify problems and make recommendations for improvements.

Ability to establish work priorities and meet deadlines.

Ability to communicate effectively orally and in writing with judges, coworkers, litigants, lawyers and the public.

Skill in the use of court specific computer applications to manage court processes, gather and analyze statistics, and create reports.

MINIMUM EDUCATION, EXPERIENCE & TRAINING:

- A. Graduation from a recognized college or university with a Bachelor's degree in criminal justice or public administration, or a closely related field, plus three (3) years of experience as a Paralegal or equivalent work; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.