

Interim Study Proposal Questionnaire Responses from Trial Court Administrative Assistants

(Please type your answers under the questions and feel free to add as much detail as needed.)

1. Employee Name:
2. Judicial Circuit, District and Supervising Judge's Name:
3. Years of state service as a Trial Court Administrative Assistant:
Average of 10.8 Years
4. Please list any previous job experience you feel is relevant to your job as a Trial Court Administrator:
The majority of the previous experience reported was in legal services such as paralegal and legal secretary experience.
5. Do you have a post-secondary degree?
Of the 110 respondents the number of those with Post Secondary Degrees is 42.
6. If yes to question 5, what type of degree and in what field of study?
Various
7. Do you currently receive a county supplement to your state salary?
10 of the 110 respondents surveyed received a county supplement.
8. If yes to question 7, which county or counties provide the supplement and how much do you receive per month?
There were several counties that supplemented the state salary. The supplement ranged from \$75.84 to \$1,579 a month.
9. Are you a Certified Court Manager?
47 of the respondents indicated that they are a Certified Court Manager.
10. If yes to question 9, have you received an increase in your salary based on your completed certification?
One respondent indicated that they have received the increase after completion of the certification.
11. If you are provided an office/workstation, in what county is it located?
Various
12. Is this office/workstation located at the same county as your supervising judge's office/work station?

Two of the respondents indicated that their office/work station was not in the same county as their supervising judge. The majority are in the same county or work from home.

13. If no to question 12, what is the office/workstation location of your supervising judge?
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14. Please rank your 5 most important job duties with 1 being the most important.
The most common reply to this question was scheduling cases, judges calendar, clerical assistance, communication, and working with the public.

15. Do you supervise other employees?
Of the 110 respondents 23 indicated that they supervised other employees.

16. If yes to question 15, how many people do you supervise?
This number varied from the supervision of one employee to as many as ten employees.

17. Are they county or state employees?
Respondents indicated that they supervised county, city and state employees. The most common answer was county employees.

18. As part of your job, do you travel with your supervising judge to other locations?
39 respondents indicated that they were required to travel with the supervising judge.

19. If yes to question 18, how often?
This response varied from 2-3 times per week to one a year. The most common response was one to two times per month as required by the judge.

20. On average, how many hours per week do you spend in a courtroom as opposed to your office/workstation?
Of the 63 respondents that provided a response the average number of hours spent in the courtroom was 10 hours a week. This response varied greatly according to the respondents. There were as little as one hour spent a week in the courtroom compared to as much as 32 hours a week spent in the courtroom.

21. Have you been granted leave other than Annual or Sick Leave in the past two years (examples include Compensatory Time, Administrative Leave, etc.)?
Five respondents indicated that they had been granted leave other than Annual or Sick in the past two years.

22. If yes to question 21, what was the purpose or reason for the additional leave?
All the responses indicated Compensatory Time with the exception of one that was granted bereavement,.

23. During the last 2 years was your office closed other than weekends or holidays?
52 respondents indicated that their office was closed other than weekends or holidays.
24. If yes, for what purpose?
The most common reason was due to inclement weather. Other responses included Drug Court Golf Tournament, broken air conditioner, local events, bomb threat, the judge and TCA taking vacations, and holiday (time between Christmas and New Years the office is/was closed).
25. Did you use leave time during any period when your office was closed?
26 respondents indicated that they used annual, sick, or comp. time while the office was closed.
26. If yes to question 25, which type of leave did you use?
Annual, Sick, or Comp. time.
27. Are you provided the necessary work supplies required to perform your job, such as, office equipment, printers, ink, etc?
Two respondents indicated they were not provided the necessary work supplies to perform their jobs.