

To all Trial Court Administrative Assistants,

The Arkansas Legislative Council recently approved **Interim Study Proposal 2013-162**. The purpose of this study is to review the employment structure, practices, salary, leave administration, and funding structure of Court Reporters and Trial Court Administrative Assistants employed by the Circuit Courts of Arkansas. The Bureau of Legislative Research, Administrative Office of the Courts, Supreme Court, and the Department of Finance and Administration have all been requested to take part in the study. The Bureau of Legislative Research is currently in the process of compiling facts and data as related to individual salaries, enacted legislation, and current operating procedures to provide better insight into these two classifications.

Please complete the attached questionnaire by September 6, 2013 and return a signed copy to:

Tony Robinson
Bureau of Legislative Research
One Capitol Mall, 5th Floor, Room F-506
Little Rock, AR 72201.

If you would like to send a PDF copy of the completed and signed questionnaire, you may do so by sending it to robinsont@blr.arkansas.gov with the word "Questionnaire" in the subject line.

Please provide any additional information or comments that you feel are pertinent to the review of these classifications. Thank you for taking the time to complete the questionnaire.

Sincerely,
Tony Robinson
Administrator, Personnel Review
Bureau of Legislative Research
501-537-9108
robinsont@blr.arkansas.gov

Interim Study Proposal Questionnaire for 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:
4. Please list any previous job experience you feel is relevant to your job as a Trial Court Administrator:
5. Do you have a post-secondary degree?
6. If yes to question 5, what type of degree and in what field of study?
7. Do you currently receive a county supplement to your state salary?
8. If yes to question 7, which county or counties provide the supplement and how much do you receive per month?
9. Are you a Certified Court Manager?
10. If yes to question 9, have you received an increase in your salary based on your completed certification?
11. If you are provided an office/workstation, in what county is it located?
12. Is this office/workstation located at the same county as your supervising judge's office/work station?
13. If no to question 12, what is the office/workstation location of your supervising judge?
14. Please rank your 5 most important job duties with 1 being the most important.
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.

15. Do you supervise other employees?
16. If yes to question 15, how many people do you supervise?
17. Are they county or state employees?
18. As part of your job, do you travel with your supervising judge to other locations?
19. If yes to question 18, how often?
20. On average, how many hours per week do you spend in a courtroom as opposed to your office/workstation?
21. Have you been granted leave other than Annual or Sick Leave in the past two years (examples include Compensatory Time, Administrative Leave, etc.)?
22. If yes to question 21, what was the purpose or reason for the additional leave?
23. During the last 2 years was your office closed other than weekends or holidays?
24. If yes, for what purpose?
25. Did you use leave time during any period when your office was closed?
26. If yes to question 25, which type of leave did you use?
27. Are you provided the necessary work supplies required to perform your job, such as, office equipment, printers, ink, etc?

Please provide any other information you would like the committee to know or understand in relation to your job duties, salary, or leave administration....

Employee Signature

Date

Supervising Judge Signature

Date