October 2018
FLSA: NON-EXEMPT
CLASS CODE: 90640

EXECUTIVE ASSISTANT

DEFINITION

Under general direction, performs a variety of complex office administrative, secretarial, and clerical duties in support of the Court Executive Officer, Presiding Judge, judicial officers and executive staff, including planning, organizing, and overseeing the operations and functions of the Court Executive Office; coordinates assigned programs, projects, and services with other Court departments, divisions, and outside agencies; interacts frequently with the public and provides information or directs questions and requests to the appropriate staff; and performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Court Executive Officer. Exercise direct supervision over assigned administrative support staff.

CLASS CHARACTERISTICS

This is a single position class assigned to the Court Executive Office. Incumbent performs a wide variety of specialized technical, confidential, and administrative support work primarily for the Court Executive Officer, in addition to the Presiding Judge, Assistant Presiding Judge, judicial Officers, and other Executive Management Team staff. Responsibilities require the frequent use of tact, discretion, and independent judgment as well as a knowledge of departmental and Court activities. The work requires the interpretation and application of policies, procedures, and regulations and involves frequent contact with the public, as well as acting as the Court's administrative liaison to state and local agencies, public officials, and the media. This class is distinguished from other office administrative classes in that the nature, scope, and diversity of responsibilities originating at this level requires a broader understanding of Court functions.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Supervises and trains judicial secretary staff to ensure office work flow is maintained and office goals are met; assigns work according to changes in workload priorities; evaluates the work performance of staff.
- Evaluates office and administrative functions to recommend changes in office procedures.
- Assists in a variety of department and program operations; coordinates, oversees, monitors, and participates in special projects, assignments, staff and/or special events, and activities related to the Court Executive Office.
- Assists in the preparation of Local Rules; attends Local Rules committee meetings; document changes to Local Rules; formats finalized Local Rules and prepares for distribution to judicial officers, Court Executive Officer, and Assistant Court Executive Officer. Assures local rules of the Court are updated, circulated and distributed as required by law.
- Receives, screens, and responds to visitors and phone calls; provides information to the public,

determines the nature and priority of requests and uses discretion in their disposition; listens to questions and interprets and applies regulations, policies, procedures, systems, rules, and precedents according to existing guidelines; refers individuals to the appropriate departments; uses discretion in handling inquiries without providing legal advice.

- Organizes and carries out administrative assignments; researches, compiles, and organizes information and data from various sources on a variety of specialized topics related to programs in assigned area; coordinates special Court events including local high school Mock Trials.
- Prepares and assembles reports, tables, spreadsheets, manuals, articles, announcements, and other informational materials.
- Develops, composes, types, edits, and proofreads a variety of complex forms, memoranda, statistical reports, correspondence, legal documents, and related items for the Court Executive Officer, judicial officers, and executive staff; develops, revises, and maintains standardized and master forms and documents.
- Verifies and reviews forms and reports for completeness and conformance with established Court policies and procedures; checks and tabulates standard mathematical or statistical data.
- May serve as staff secretary to the Civil Grand Jury; coordinates interviews and selection of the Civil Grand Jury; takes minutes at weekly meetings; maintains status reports of issues under investigation; and provides information to the Grand Jury regarding procedures.
- Conducts all onboarding duties for new judicial officers; coordinates swearing in ceremonies and orientations; tracks and documents ongoing educational requirements for judicial officers.
- Coordinates travel arrangements and accommodations for judicial officers, court executive officer and all department personnel and submits all related paperwork.
- Maintains calendars and makes meeting arrangements for the Court Executive Officer, judicial officers, and executive staff; schedules meetings and interviews; prepares notices of meeting agendas; assembles materials and documents needed for meetings; attends and may facilitate routine meetings, takes meeting notes, types and distributes minutes; gathers data and generates reports.
- Orders and maintains office supplies for the assigned department.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles and practices of supervision and training.
- Practices and methods of office management and administration, including the use of standard office equipment.
- Organization and function of Superior Court.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Legal forms and documents.
- Principles and procedures of record-keeping and reporting.
- Principles and practices of data collection and report preparation.
- Business letter writing and the standard format for reports and correspondence.
- Business mathematics and basic statistical techniques.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, web design, database, and spreadsheet applications
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Court staff.

Ability to:

- Maintain confidentiality and be discreet in handling and processing confidential information and data.

- Interpret, apply, and explain applicable Federal, State, and local laws, rules, regulations, policies, and timelines, as well as complex administrative and departmental policies and procedures.
- Perform responsible administrative support work with accuracy, speed, and general supervision.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of assigned staff.
- Understand the organization and operation of the Court and of outside agencies as necessary to assume assigned responsibilities.
- Read and interpret legal documents, rules, procedures, and codes.
- Compose correspondence and reports independently or from brief instructions.
- Understand and carry out complex oral and written directions.
- Research, analyze, and summarize data and prepare accurate and logical written reports.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate and maintain modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of twelfth (12th) grade supplemented by college-level coursework and/or technical training in secretarial science and/or office administrative support and five (5) years of responsible secretarial experience. Experience must have included one (1) year in a lead administrative support position.

Licenses and Certifications:
- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle, and to visit various Court and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds, in all cases with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset judicial

officers, staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.