

TRIAL DELAY REDUCTION COORDINATOR

DEFINITION

Under supervision, to perform a wide variety of paraprofessional support work and lead responsibilities, organizing numerous weekly calendars and processing various notices and forms within the Trial Delay Reduction Department within the Superior Court of California, County of San Francisco, and other related work as required.

DISTINGUISHING CHARACTERISTICS

This is a paraprofessional support classification which works closely with the attorneys and assigned bench officers who attempt to reduce the delays in civil cases in the court system. This is a single classification, not part of an existing series and promotion to the professional level is unlikely without advanced education outside the job. At the same time, this classification requires special skills acquired by work experience in the trial delay reduction program. Such experience is necessary to successful job performance in this classification.

REPORTS TO

Court Supervisor, Supervising Staff Attorney and/or Court Commissioner.

CLASSIFICATIONS SUPERVISED

This is not a supervisory class. However, the incumbent may provide direction, guidance, and work coordination, in a lead capacity, for Deputy Court Clerks I and/or II. Such lead responsibilities may include training and quality control of work product, but not the formal evaluation of employee performance.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Prepares numerous weekly court calendars; processes the issuance of orders; determines and implements the issuance of notices of court actions to a variety of parties; reviews and processes ex parte applications relating to extensions of time to serve; informs interested parties of court procedures relating to trial delay reduction matters; provides lead direction, work coordination and guidance for assigned staff regarding the issuance of status conference orders and orders to show cause; provides assistance for other staff in resolving difficult work problems; researches and resolves difficult customer service problems and questions requiring special knowledge of trial delay reduction procedures; performs a wide variety of the more complex and technical court support work relating to the trial delay reduction department requiring a detained understanding of

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overall department functions and procedures; reviews documents, researches discrepancies, and verifies information; provides information to attorneys, litigants, and the public regarding unit functions.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand, for extended periods and frequently walk, bend, stoop, lift, and stretch; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs; corrected hearing and vision to normal range; verbal communication, sufficient to communicate with the attorneys, litigants and the public; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office and courtroom environment; continuous contact with other staff, attorneys, litigants, community groups; and the general public.

DESIRABLE QUALIFICATIONS

Knowledge of:

Paraprofessional level knowledge of:

- The Trial Delay Reduction Program, procedures and processes, within the Superior Court of California, County of San Francisco;
- Court operations in relation to trial delay reduction;
- Legal terminology;
- The preparation and maintenance of court calendars.

Ability to:

- Perform support work involving the use of independent judgment.
- Work with speed and accuracy while working within strict time constraints.
- Work with considerable initiative and independence while exercising good judgment in recognizing the scope of authority and ability.
- Review legal documents for correctness of form, completeness of information, and conformance with established requirements;
- Understand, explain, and apply office practices and procedures.
- Use a personal computer and appropriate software for word processing, record keeping, and court support functions.
- Operate standard office machines and equipment such as word processing equipment, computer terminals, printers, adding machines, and copy equipment.
- Read, write, and speak English at a level necessary for satisfactory job performance.

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- Effectively represent the Superior Court of California, County of San Francisco with judicial officers, attorneys, litigants, other staff and the general public.
- Maintain confidential information when required by legal or ethical standards.
- Establish and maintain cooperative working relationships.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two years of experience equivalent to that of a Deputy Court Clerk II with the Superior Court of California, County of San Francisco, performing court support assignments requiring substantial knowledge of the trial delay reduction program and other court processes and legal documents and the ability to apply rules and procedures pertaining to court actions.

Special Requirements:

Incumbents may be required to pass a criminal history background check. Information discovered through such a background check may become grounds for dismissal from employment.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are "at will" employment at the pleasure of the Judges of the Superior Court of California, County of San Francisco.