

## **SUPERVISING COURT ADMINISTRATIVE SECRETARY**

### **DEFINITION**

Under general direction, to plan organize, supervise, schedule, and review the assigned Court Administrative Secretaries, and other support staff; to provide a variety of secretarial and administrative, legal, and office support for Court executive management, judicial officers, and supervisory staff, as assigned; to represent the functions and activities of the Courts with the public, other Court staff, and other government agencies; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a specialized administrative and legal support classification for the positions which coordinate and provide a variety of legal, administrative, and office support for executive management and/or assigned judicial officers of the Superior Court of California, County of San Francisco. Incumbents must have substantial knowledge of the role and responsibilities of the Superior Court of California, County of San Francisco. This class is also assigned fully supervisory responsibilities for other Court Administrative Secretaries.

### **REPORTS TO**

Chief Executive Officer, Assistant Chief Executive Officer, Court Administrator, as assigned. Takes direction and instructions from judicial officers and other executive managers, as assigned.

### **CLASSIFICATIONS SUPERVISED**

Court Administrative Secretary and other Court support staff, as assigned.

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

Plans, organizes, schedules, supervises, and reviews the work of assigned Court Administrative Secretaries and other support staff; initiates disciplinary actions; prepares staff evaluations; schedules vacations and assignments to ensure proper work coverage; serves as primary administrative staff support for assigned executive managers, or judicial officers; performs a variety of office management, administrative support, legal support, and fiscal support assignments; performs public information and relations assignments, including receiving office visitors and telephone calls, providing comprehensive information about Court policies, rules of the Court, Court functions, and Court procedures; schedules and coordinates meetings, events, and appointments; schedules hearings for matters not requiring a formal setting; may coordinate assigned responsibilities with calendaring and scheduling staff; prepares a wide variety of legal documents, including jury instructions, verdict forms, legal decisions, judges' orders, and court

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calendars; prepares charts and graphic representations of information and data; prepares press releases; audits and codes claims; assists court visitors with procedural and administrative matters; reviews and edits annual reports; provides support for assigned committees and organizations; assists with budget tracking and expenditure control; prepares and submits activity reports and reports required by other government agencies; maintains and submits payroll documents and records; provides job vacancy information and employment applications; posts job announcements and maintains supplies of applications and announcements; provides personnel information gathering and statistics compilation; establishes and updates information retrieval systems; prepares purchasing documents and facilitates purchasing procedures; gathers, organizes, and summarizes a variety of data and information; performs special projects and prepares reports, correspondence, and informational materials; prepares agenda materials for meetings; operates computers to maintain and update files and databases; performs word processing activities.

**TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; 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; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

**TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; continuous contact with judicial officers, executive management and other staff and the public.

**DESIRABLE QUALIFICATIONS**

**Knowledge of:**

- Superior Court of California, County of San Francisco, policies, rules, and regulations.
- Laws, rules, and regulations affecting Court operations and functions.
- Superior Court of California, County of San Francisco, functions such as Civil, Criminal, Probate, Juvenile, Family Law, and related local rules of the court.
- Court procedures, legal documents, and legal terminology.
- Establishment and maintenance of files and information retrieval systems.
- Modern office management methods and procedures.
- Budget expenditure control.
- Public and community relations.
- Purchasing methods and procedures.
- Accounting and statistical record keeping.
- Proper English usage, spelling, grammar, and punctuation.
- Personal computers and software applications related to administrative work.

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- Principles of supervision, training, and staff evaluation.

**Ability to:**

- Provide supervision, training, and work evaluations for assigned staff.
- Organize, schedule, and coordinate work assignments of secretarial staff.
- Perform a wide variety of complex and specialized administrative and legal support for the Superior Court of California, County of San Francisco, and assigned executive management and/or judicial staff.
- Interpret, explain, and apply a variety of Court System policies, rules, and regulations.
- Provide lead direction, work coordination, or supervision for other support staff.
- Work with considerable independence and initiative while exercising good judgment in recognizing scope of authority.
- Prepare and process a variety of legal documents.
- Gather, organize, analyze, and present a variety of data and information.
- Provide support for maintenance and control of the Court budget.
- Prepare clear, concise, and accurate records and reports.
- Prepare public relations and informational material.
- Take and transcribe notes of dictation and meetings.
- Use a personal computer and software for word processing and administrative support work.
- Deal tactfully and courteously with the public, representatives of other agencies, and other Court staff when explaining the functions and policies of the Superior Court of California, County of San Francisco.
- Maintain confidential information when required by legal or ethical standards.
- Establish and maintain cooperative working relationships with judicial officers, attorneys, litigants, executive management and other staff, and the general public.

**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:

At least three years of responsible work experience performing a variety of administrative, legal, and office support work, including substantial experience in a public contact position, preferably including experience working with a Court system and previous supervisory or lead worker experience.

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**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.*