

SECRETARY TO THE PRESIDING JUDGE

DEFINITION

Under general direction, to provide a variety of secretarial and administrative, legal, and office support for the Presiding Judge of the Superior Court of California, County of San Francisco; to assist with staff and facility scheduling, as well as obtaining and orienting pro tem judges; 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 position which coordinates and provides a variety of legal, administrative, and office support for the Presiding Judge of the Superior Court of California, County of San Francisco. The incumbent must have substantial knowledge of the role and responsibilities of the Presiding Judge of the Superior Court of California, County of San Francisco.

REPORTS TO

Presiding Judge, Superior Court of California, County of San Francisco.

CLASSIFICATIONS SUPERVISED

Although this class is not normally responsible for supervising other staff, incumbents in the class may occasionally be assigned work coordination, work direction, or lead responsibilities for other Court support staff.

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

Serves as primary administrative staff and secretarial support for the Presiding Judge of the Superior Court of California, County of San Francisco; performs a variety of office management, administrative support, legal support, and fiscal support assignments; assists the Presiding Judge with staff and facility scheduling; works with other courts and agencies to secure and schedule pro tem judges; provides basic orientation to pro tem judges; 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; coordinates the Presiding Judges responsibilities with Court calendaring and scheduling staff; ensuring that all Superior Court of California, County of San Francisco sessions are covered; prepares a wide variety of legal documents, including jury instructions, verdict forms, legal decisions, judges' orders, and court calendars; prepares charts

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and graphic representations of information and data; prepares press releases and assists with the grand jury process; audits and codes grand jury claims; assists members of the grand jury with procedural and administrative matters; reviews and edits annual reports; provides administrative support for assigned committees; maintains and tracks a variety of fiscal and budget control journals, documents, and reports; prepares and submits activity reports and reports required by other government agencies; audits and codes all claims processed by the Presiding Judge's Office; maintains and submits payroll documents and records; 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; may have lead worker or work coordination responsibilities for other staff.

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 the Presiding Judge and other judicial officers, executive managers and other staff, litigants, attorneys, and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- San Francisco Superior Court policies, rules, and regulations.
- Laws, rules, and regulations affecting Court operations and functions.
- Superior Court of California, County of San Francisco functions such as Probate, Juvenile cases, 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 development and 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.
- Principles of lead direction and work coordination.

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Ability to:

- Perform a wide variety of complex and specialized administrative and legal support for the Superior Court of California, County of San Francisco, and the Presiding Judge.
- Interpret, explain, and apply a variety of Court System policies, rules, and regulations.
- Assist with staff and facility scheduling, as well as securing pro tem judges.
- 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 judicial officers, litigants, attorneys, the general 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 five years of responsible work experience performing a variety of administrative, legal, and office support work, including substantial experience in a public contact position and working with a court system.

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.