

ADMINISTRATIVE SERVICES TECHNICIAN

DEFINITION

Under general supervision, to perform a variety of technical administrative support work for a director, program administrator, or higher level Court manager; to perform a variety of purchasing and contract maintenance functions; to assist with budget preparation, documentation, and expenditure control; to maintain an appointment calendar and coordinate appointment scheduling; to perform complex administrative support work; to prepare reports and presentations on a variety of issues; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the specialized Administrative Services Technician classification. Positions perform purchasing, contract maintenance, and budget support and record keeping for a major area of Court operations and services. Assignments also include complex office support and administrative support work for a top level Superior Court of California, County of San Francisco, management position.

REPORTS TO

Court Administrator, Director, or other appropriate management staff position.

CLASSIFICATIONS SUPERVISED

This is not a supervisory classification.

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

Performs a variety of administrative and technical support assignments in budget development and control, purchasing, contract administration, and special projects; assists with tracking expenditures associated with a unit's or division's functions and operations; audits vendors' payment requests and ensures proper and timely payments; administers maintenance contracts for equipment; assists with equipment and supply purchasing functions; may maintain time keeping and payroll records for a major area of court operations; coordinates schedules, meetings, and appointments for a top level Court manager; organizes and maintains record keeping systems for a major area of Court operations and services; screens mail and coordinates mail distribution; composes memorandums, correspondence, and a variety of documents; assists with planning office lay-outs and space utilization; assists with resolution of work, operations, and service problems; serves as a liaison between the assigned work area and other Court divisions and serves as a liaison between the assigned work area and other Court divisions and government agencies; may maintain a current inventory of unit or division equipment; collects information on

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special issues, organizes information for the assigned Manager's formal presentations; assists with a variety of special projects as assigned.

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 other staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Functions, organizations, programs, and policies of the Superior Court of California, County of San Francisco, and an assigned unit or division.
- Information gathering techniques.
- Budget record keeping and control.
- Purchasing and procurement methods, including inventory control.
- Facility and space planning.
- Contract maintenance and administration.
- Office methods and procedures, including establishment and maintenance of complex record keeping systems.
- Proper English usage, spelling, grammar, and punctuation.

Ability to:

- Plan, organize, coordinate, and perform technical and complex administrative support functions for an assigned area of Superior Court of California, County of San Francisco, operations and services, such as budget maintenance, facility planning, and contract maintenance.
- Perform a wide variety of complex office support work.
- Organize and present ideas and recommendations both orally and in writing.
- Develop and monitor budgets.
- Organize statistical and narrative information in a clear, concise manner.
- Gather, maintain, and analyze a variety of information regarding division or unit operations and functions.
- Prepare comprehensive, clear reports.

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- Operate a computer and use appropriate software in the performance of technical administrative and office support work.
- Effectively represent the Superior Court of California, County of San Francisco, and an assigned unit with the public, other Court staff, and other government agencies.
- 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:

Three years of responsible work experience performing variety of complex office and administrative support work including experience with purchasing.

Special Requirements:

An incumbent 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.