

EXECUTIVE ASSISTANT TO THE PRESIDING JUDGE

DEFINITION

Under administrative direction, to serve as the Executive Assistant to the Presiding Judge of the Superior Court of California, County of San Francisco; to assist the Presiding Judge with scheduling and coordinating assignments of judicial officers and utilization of facilities; to perform a variety of special analytical assignments and projects related to the operations, functions, services, and current business of the Court; to provide assistance with the development of work methods and procedures; to recommend procedural and service changes; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized management position for providing special assistance and support for the Presiding Judge in the planning and conduct of Court business and administrative functions and services.

REPORTS TO

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

CLASSIFICATIONS SUPERVISED

None.

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

Provides a variety of special and executive and management assistance to the Presiding Judge of the Superior Court of California, County of San Francisco; assists with the scheduling and coordination of judicial assignments and facility utilization; performs a variety of special analytical assignments and projects related to the operations, functions, services, and current business of the Court; performs fiscal analysis of the proposed Court budget and makes suggestions for modifications; performs a variety of facility utilization studies and developments plans for more efficient utilization of space; maintains current awareness of prospective legislation which affects Court business and operations, preparing legislative analysis for review by judicial officers, including the development of prospective Court positions on impending legislation; may assist with the facilitation of purchasing and procurement functions; assists with the development of solutions

EXECUTIVE ASSISTANT TO THE PRESIDING JUDGE - 2

Superior Court of California
County of San Francisco

Class Code: 0195
Date Established: 6/17/99
Date Last Revised: 6/16/00

to work and service problems; serves as a liaison between the Presiding Judge and Court management staff; collects information on special issues and projects, as assigned, preparing staff reviews and reports; organizes information for formal presentations and makes presentations, as directed.

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 and in various courtroom locations throughout the City and County; continuous contact with judicial officers, attorneys, litigants, other staff and the general public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Functions and operations of the Superior Court of California, County of San Francisco.
- Laws, regulations, legislation, operations, rules, policies, and procedures of the Superior Court of California, County of San Francisco.
- California statutes relating to court procedures, such as the Code of Civil Procedure, Probate Code, Family Code, Welfare and Institutions Code, Penal Code, Vehicle Code, and California Rules of Court.
- Legal terminology and legal procedures and documents used in court cases.
- Work scheduling and facility utilization methods and techniques.
- Budget development and fiscal analysis.
- Public and community relations.
- Computers and software used in management analysis and Court administrative functions.
- Program planning and evaluation.
- Facility and space planning.

Ability to:

- Provide a variety of specialized executive planning and assistance as the primary staff assistant for the Presiding Judge of the Superior Court of California, County of San Francisco.
- Perform a wide variety of complex and specialized administrative and management analysis work.

EXECUTIVE ASSISTANT TO THE PRESIDING JUDGE - 3

**Superior Court of California
County of San Francisco**

**Class Code: 0195
Date Established: 6/17/99
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- Interpret, explain, and apply a variety of codes, statutes, policies, rules, procedures, instructions, and regulations, related to Court functions and courtroom proceedings.
- Develop and implement goals, objectives, policies, procedures, and work standards.
- Analyze complex technical and administrative problems, evaluating alternatives.
- Organize and present ideas and recommendations in a clear, concise manner.
- Prepare accurate records and reports.
- Use a personal computer and appropriate software for word processing, record keeping, and court administrative functions.
- Effectively represent the Superior Court of California, County of San Francisco in answering questions, responding to inquires, providing assistance, and dealing with concerns from the public, community organizations, 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:

Five years of responsible experience performing a variety of administrative and management analysis, preferably including experience in a position which developed comprehensive knowledge of the responsibilities, operations, and functions of the California 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.