

## **COURT TRAINING TECHNICIAN**

### **DEFINITION**

Under close supervision, to assist with the development of a training programs and training materials; to schedule training classes and their participants; to assist in the conduct of classroom instruction by providing classroom aids and materials; to track a variety of forms and processes related to training products; to maintain an inventory of various training materials and programs; provide a variety of assistance and guidance for Court staff working in a trainee status; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a specialized classification for positions which are responsible for assisting in the training operation of the Court. This class is distinguished from the Court Training Specialist in that this classification assists in the production of training classes by developing and keeping inventory of training materials; schedules trainees and classes; and tracks various forms related to training. This class is not responsive for the development and conduct of training courses, as it the Training Specialist.

### **REPORTS TO**

Director, Training

### **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.)*

Assists with the development of a training programs and training materials; schedules training classes and enrolls Court staff; assists in the conduct of classroom instruction by providing classroom aids and materials; tracks a variety of forms and processes related to training products; maintains an inventory of various training materials and programs; provides a variety of assistance and guidance for Court staff working in a trainee status; and does related work as required.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; routinely and often lift and move objects weighing up to 50 lbs.; corrected hearing

## COURT TRAINING TECHNICIAN - 2

Superior Court of California  
County of San Francisco

Class Code: 0475  
Date Established: 6/17/99  
Date Last Revised:

---

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, a classroom, a courtroom and computer training center environment; continuous contact with judicial officers, training vendors, executive management, other staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- General functions, organizations, programs, and policies of the Superior Court of California, County of San Francisco.
- Research and information gathering techniques.
- Paperwork flow organization methods.
- Proper English grammar and spelling.

#### **Ability to:**

- Assist a Training Specialist in conducting training activities for Court staff.
- Prepare a variety of training materials.
- Operate audio/visual aids.
- Manage multiple priorities.
- Maintain a variety of schedules and solve scheduling problems and issues.
- Perform a wide variety of technical work.
- Assist Trainees with resolving problems.
- Gather, maintain, and organize a variety of information regarding training programs.
- Operate a computer and use appropriate software in the performance of administrative work.
- Effectively represent the Superior Court of California, County of San Francisco and training programs with the public, other Court staff, and other government agencies.
- Establish and maintain cooperative working relationships.
- Maintain confidential information when required by legal or ethical standards.

#### **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:

**COURT TRAINING TECHNICIAN - 3**

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

**Class Code: 0475  
Date Established: 6/17/99  
Date Last Revised:**

---

Three years of responsible work experience in organizing multiple priorities and large volumes of paperwork, preferably including experience with court functions and a court system, and a keen interest in working in a training area.

**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.*