

Superior Court of California, County of Yuba

Executive/ Judicial Secretary

Classification Code		FLSA Status	EEO Status	Represented/Unrepresented	Date Created/Revised	
Court Code:	UMC Code: 506A	Non-Exempt	Administrative Support	Confidential - Unrepresented	Created: 12/06	Revised: 03/06/07

CLASSIFICATION DEFINITION: Under general supervision, incumbents assigned to this classification perform confidential* specialized legal and executive secretarial support work for judges, the court executive officer, and other members of the court's executive staff. *Unless assigned as a result of an open recruitment, incumbents are voluntarily assigned to this position and remain so at the pleasure of the court executive officer.*

Currently, but subject to change, the salary and benefits for this assignment are identical to the court clerk III classification, except for the additional 5% confidential assignment pay. Unless assigned as a result of an open recruitment, upon leaving this position for non-disciplinary reasons, incumbents return to an appropriate classification.

DISTINGUISHING CHARACTERISTICS: This is an advanced journey-level classification. This class is distinguished from the entry- and journey-level secretary classification in that incumbents assigned to the entry- and journey-level confidential secretary classification provide general legal/clerical support to one or more judges, whereas the executive/judicial secretary classification provides legal secretary support to one or more judges, the court executive officer, and other members of the executive staff. Additionally, in performing essential functions/duties, applies specific and detailed knowledge of legal procedures and formats.

Another distinguishing characteristic standard to this classification is the complexity and sensitivity of assignments. As such, under general supervision, assigned incumbents have latitude in independently prioritizing work and formulating methodologies to complete assignments. Generally, incumbents assigned to the executive/judicial classification are exposed to and included in judicial and non-judicial administration support services activities, including highly confidential court administration matters.

Importantly, incumbents assigned to this classification are required to possess and demonstrate maturity, self-confidence, sound judgment and initiative, basic analytical, excellent secretarial, interpersonal, and clerical skills. Incumbents assigned to this classification provide complex specialized and confidential legal secretarial support. When incumbents working in subordinate legal clerical/ secretary classifications are assigned, the executive/judicial secretary may be responsible for leading, mentoring, training, and assigning work to other legal/clerical positions.

* CONFIDENTIAL means an employee who is assigned to perform work directly involved in the development, preparation, and/or presentation of management positions regarding employee relations or is privy to the decision making process of the court regarding labor relations or personnel and employment transactions or decisions. A "confidential employee" shall not represent a certified employee organization, which represents other employees on matters within the scope of representations.

ESSENTIAL FUNCTIONS/DUTIES: The following essential functions/ duties are typical of those performed by assigned incumbents. However, other duties may be included as follows:

1. Judicial and Executive Support

- Types judges orders, letters, and memos; prepares judges' affidavits and judges' under-submission reports and verifies cases.
- Receives and notifies judges and other management employees regarding annual completion of conflict of interest filings.
- Updates library and orders supplies and publications for court staff.
- Reviews documents submitted to and by the court to ensure completeness, accuracy, and compliance with legal and procedural requirements.
- Maintains calendars and other related materials.
- Serves as interpreter coordinator, scheduling, tracking and reporting interpreter usage.
- Processes and tracks lower court appeals; schedules trial de novos; remands cases.
- Oversees and sets court trials in family law cases.
- Schedules and coordinates judges' travel, meetings, and training or conference attendance.
- Screens judges' calls and performs other related duties as assigned.
- Relieves judges and/or court executives from routine administrative support duties, which may include independent preparation of non-complex correspondence.
- Prepares agenda.
- Takes and transcribes minutes at judges' and executive staff meetings and performs other duties as assigned.

2. Files Management

- Under court executives' general direction, prepares and maintains files, which may include personnel and labor relations records, documents, law library materials, and all types of correspondence files.

3. Customer Service

- Receives and screens visitors and callers on behalf of judges and court executives.
- Interacts at all times courteously and professionally with judges, members of the public, co-workers, stakeholders, other agency representatives, and others.
- Interacts with all court staff in a manner that reflects being an integral team member.
- Provides customer service duties in support of other assigned duties.

ESSENTIAL/NON-ESSENTIAL FUNCTIONS/DUTIES ARE REQUIRED TO BE PERFORMED WITHIN THE FOLLOW WORK ENVIRONMENT AND THE FOLLOWING PHYSICAL ACTIVITIES ARE ESSENTIAL: Must be able to work in close proximity to others and to function in an environment with a noise level that is typical of court surroundings. Intermittently and, on occasion, continuously throughout the day, required to sit and look at computer screen; keyboards

and writes; operates office machinery such as a calculator, keyboarding data into JALAN, typewriters, scanner, copiers, faxes, and printers; speaks on a telephone; bends, squats, kneels, and reaches above and below shoulders to move or manipulate supplies; and, climbs up and down stairs as necessary; lifts, moves, carries and otherwise manipulates files, papers, and supplies weighing up to 30 pounds.

LICENSE REQUIREMENTS: Must possess and maintain a valid California driver license or demonstrate the ability to obtain and maintain alternate modes of transportation, which meet the travel and other job-related requirements as approved by the court.

MINIMUM QUALIFYING EDUCATION, TRAINING, AND WORK EXPERIENCE:

Two (2) years experience as a court clerk II for the trial courts and demonstrated competencies at the journey level in both courtroom and case processing functions OR demonstrated knowledge of other court-related specialized field OR four (4) years of responsible legal clerical experience which provides familiarity with a wide variety of legal documents.

A typical way to obtain the required knowledge, skills, and abilities would be to possess a combination of education, training, and work experience, which must have provided knowledge of principles and practices of performing executive secretarial support activities. The Superior Court of California, County of Yuba reserves the right to make final assessment and approval of education and work experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Modern office equipment, including typewriters, fax machines, photocopiers and dictation transcribers.
- Desktop computers and software applications, including word processing and databases.
- Proper maintenance of records, preparing correspondence and reports, and filing, indexing and cross-referencing methods.
- Tabulating and posting data and basic mathematical computations.
- Principles of English grammar, spelling, and punctuation.
- The Uniform System of Citation and the California Style Manual.
- Team participation in a public service environment.
- Basic public contact and customer service techniques.

Ability to:

- Type accurately and enter data into a computer system from clear copy and/or rough notes at a speed sufficient to perform assigned duties; operate a variety of office equipment including personal computers.
- Review documents for accuracy, completeness and conformity with legal requirements;

learn relevant legal terminology.

- Be accurate and pay close attention to detail; maintain complex records; and, follow standardized procedures.
- Communicate clearly, verbally and in writing; understand and follow through with written and verbal instructions; establish and maintain effective working relationships with judicial officers, attorneys, fellow employees, and the general public.
- Maintain appropriate levels of confidentiality regarding duties and assignments.
- Type at a net rate of 50 wpm.

REASONABLE ACCOMMODATION: If you need reasonable accommodation to participate in recruitment activities or to perform the essential functions of this position, please contact the court's Human Resources Department representative.