

ADMINISTRATIVE ASSISTANT - CONFIDENTIAL**DEFINITION**

Under general direction, performs a full range of complex, confidential and highly responsible administrative and clerical duties in direct support of executive officers, judicial officers, subordinate judicial officers and Court staff requiring thorough knowledge of Court procedures and operations. Incumbents are assigned to perform responsibilities such as scheduling, calendaring preparing correspondence, providing information to the public, maintaining files, recordkeeping, processing invoices, gathering and compiling data and coordinating with other departments and/or agencies. This position is designated as "at-will" and, as such, the incumbent serves at the pleasure of the Court Executive Officer.

DISTINGUISHING CHARACTERISTICS

This is a single incumbent, paraprofessional level position. Incumbents performs a wide range of general to specialized administrative and clerical duties and responsibilities, working independently and exercising judgment and initiative. Errors in judgment or failure to complete assignments may result in serious delays and/or considerable expenditure of resources. This class typically reports to the Court Executive Officer or designee, and may receive technical and functional supervision from executive and administrative staff and judicial officers.

ESSENTIAL FUNCTIONS AND DUTIES

The Court reserves the right to assign or reassign duties as required to achieve business and operational objectives. When assigned, all the essential functions and duties listed below must be accomplished effectively, are standard, and may not be inclusive of all functions and duties that may be assigned. Essential functions and duties may include, but are not limited to those listed below.

- Performs a wide variety of confidential and sensitive administrative work for executive officers, judicial officers, subordinate judicial officers and Court Staff such as drafting memos and legal documents, maintaining calendars, scheduling meetings and conferences, preparing agendas and informational packets, setting up meeting and training rooms, taking and transcribing meeting minutes and making travel/training arrangements as needed.
- Coordinates and schedules court interpreters; maintains the court interpreter calendar; inputs usage into CIDCS system; processes claim forms.
- Tracks judicial activities in order to assure coverage; processes requests for assignment of visiting judges to cover judicial absence; maintains assignment log and visiting judges' calendar; processes assigned judges' claims.
- Prepares, processes, submits and maintains bench officer attendance and time-off records and reports; processes bench officer time-off requests; reports, monitors and time-off accruals and usage; maintains bench officer vacation schedules; sorts and distributes paychecks.
- Maintains and reports bench officer educational records.
- Types, formats, edits, revises, proofreads and prints a variety of orders, reports, correspondence, memoranda and other documents and materials ranging from routine to complex and/or confidential; creates forms, charts, tables and spreadsheets involving data manipulation; reviews documents for clerical accuracy, completeness and compliance with court requirements; develops, revises and maintains standardized documents; composes correspondence, reports and informational materials; copies documents for internal and external distribution.
- Organizes, maintains and updates subject, project, confidential and specialized files; maintains and updates file indexes, removes and archives inactive files; copies, compiles and distributes reports, documents and other materials; updates technical, procedural and legal manuals and documents.

- Answers telephones, receives and reviews voicemail messages/emails and greets visitors; provides information and assistance or refers calls/emails/visitors to the appropriate party.
- Retrieves, reviews, sorts and distributes office mail, supplies and law books.
- Schedules temporary judges and pro tempore judges for settlement conferences and maintain schedule as needed.
- Provides clerical and administrative support in areas related to management decisions affecting employer-employee relations.
- Prepare and assist with various projects including researching, compiling, arranging and computing data, and compiling reports and statistics.
- Will be assigned various processing duties in support of Court needs.
- Serves as a liaison with other departments, outside agencies, concerned parties and the public to provide information, resolve problems and coordinate schedules and activities.
- Provides informal or formalized training to other Court staff in procedures, processes or duties; assists in procedure development and changes; performs long-term, specialized assignments or projects.
- Courteously and professionally provides detailed and accurate information to the public, administrative and court staff, judicial and non-judicial officers and other agencies.
- Establishes and maintains effective working relationships with judicial officers, other staff, members of the public, the parties and others encountered during work.
- Performs a wide variety of administrative, clerical and technical duties as necessary to provide back-up coverage for other staff.
- Travels between Court facilities to perform duties as required.
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Minimum Qualifications

Education: High School Diploma or equivalent GED.

AND

Experience: Three (3) years' experience performing clerical or administrative assistant duties. Knowledge of legal documents and court processes and the ability to apply rules and procedures pertaining to court actions is desirable.

Substitution: 1) Completion of an Associate of Arts degree or higher level of education from an accredited college or university in a course of study related to the knowledge, skills and abilities for the classification; or 2) Completion of a legal assistant or paralegal certificate program from an accredited business school, college or university may be substituted for the required experience up to a maximum of one (1) year.

Desirable Qualifications

Experience working in a court setting or the legal field.

Knowledge and Abilities

Knowledge of:

- Administrative and clerical procedures and systems; financial and statistical record-keeping techniques.

- Superior court functions, characteristics, services and activities.
- The legal system, Court procedures, practices and terminology.
- Organization and scheduling of clerical activities and legal office services.
- Court organization, operations, policies and procedures.
- Basic research methods.
- Business arithmetic and basic accounting.
- Training principles and practices.
- Modern office methods and technology including the use of a personal computer and related software such as word processing, spreadsheets, databases, case management systems and scheduling programs.
- Principles and practices of sound business communication; correct English usage, including spelling, grammar, punctuation, and vocabulary.

Ability to:

- Perform administrative, clerical and technical support duties often with frequent interruptions or distractions; simultaneous attention to multiple tasks and meeting legally established deadlines and adjust priorities quickly as circumstances dictate.
- Active listening, giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Interact appropriately with colleagues for different purposes in different contexts.
- Work independently and exercise common sense and sound judgment in the performance of duties.
- Read, interpret, apply and explain rules, regulations, Court policies and procedures in making work decisions or in providing information to others.
- Organize, prioritize and independently perform duties within areas of responsibility.
- Effectively establish and maintain a filing system, file in an orderly manner and retrieve files in a timely manner.
- Organize complex materials, maintain records and as necessary summarize in report form; compose independently or from oral instructions, letters, memos, bulletins or other court related material; compile and verify data and prepare clear, accurate and concise correspondence, records and reports.
- Understand and respect limits of authority.
- Use tact, discretion and diplomacy in dealing with sensitive situations and concerned customers.
- Keyboard and typing skills to prepare timely, error-free correspondence, reports and other documents and to ensure the workflow is processed timely and accurately.
- Enter and retrieve data from case management systems accurately and efficiently.
- Use strong interpersonal skills to establish and maintain effective working relationships with all levels of Court staff, elected and appointive bodies and members of the general public.
- Use work-related computer applications such as e-mail, word processing and/or the internet.
- Maintain confidentiality of information where standards require and exercise discretion and independent judgment.
- Maintain accurate records.
- Support operational and administrative goals.
- Understand and follow oral and written directions and instructions.
- Communicate clearly and concisely, both orally and in writing.

Other Requirements

- Possession of a valid driver's license may be required depending on the position or the ability to provide alternate methods of transportation that meets job requirements.

- Candidates are required to pass a fingerprint clearance by the Federal Bureau of Investigation (FBI) and Department of Justice (DOJ). Convictions, depending on the type, number and date, may be disqualifying.
- All Court employees must take the Oath of Allegiance.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements: Strength, dexterity, coordination and vision to use a keyboard and monitor; hearing to communicate with the public and Court staff; ability to sit for extended periods of time; walk or otherwise move within the Court facilities; reach with hands and arms; vision to read and write material; sufficient strength to lift, carry, push or pull materials weighing up to 25 pounds; lifting position may be from floor to waist, and/or from the waist to an overhead position; to stoop, kneel, squat and crouch to pick-up or move objects, office equipment and records; speak clearly on the telephone and before groups.

Working Environment: Work is performed in an office environment with little exposure to outside temperatures or dirt and dust. Incumbents are expected to work inside buildings, along or closely with others. The working conditions are typically quiet but may be loud at times at some locations. The noise level and traffic level in the work environment are similar to a busy office.

Normal business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Work outside of these hours may be necessary in certain circumstances.

NOTE: The statements herein are intended to describe the general nature and level of work being performed by individuals assigned to this job classification and are not construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Job Title	Administrative Assistant
Classification Status	CO
Representation Unit	None
FLSA Status	Non-Exempt
Established	01/2016
Revised	05/2022
Previous Title	Administrative Assistant (South Lake Tahoe Branch)

General sign-off: I understand that I am expected to adhere to all Court policies and procedures. I have read and understand the explanation and description of this job classification. By signing below, I am declaring that I am able to meet the employment standards and perform the essential functions and duties of this classification with or without accommodation.

Signature _____

Date _____