

ADMINISTRATIVE ASSISTANT (South Lake Tahoe Branch)

Definition

Under general supervision of the Court Operations Manager, performs a full range of complex, confidential and highly responsible administrative and secretarial tasks in support of judicial officers and court operations. These duties include preparing correspondence, maintaining calendars, scheduling interpreters, providing guidance to staff in the absence of the Lead Clerk or manager, and other high level administrative support duties.

Distinguishing Characteristics

This is a single position class that works in support of the judicial bench and court operations. The position is distinguished from the lower level Judicial Secretary class in that this class is at an advanced journey level requiring sound judgment to resolve unexpected or unusual issues. This position is distinguished from the higher level Executive Administrative Assistant – Confidential as it does not deal with confidential labor relations information.

Representative Essential Duties

- Provide administrative support for the judicial bench and the Court Operations Manager in the South Lake Tahoe Branch, including independent preparation of correspondence; prepares and maintains records and files; maintains calendars, schedules meetings and conferences and makes travel arrangements as needed.
- Coordinate and schedule court interpreters for South Lake Tahoe, communicating closely with the Interpreter Coordinator on the West Slope; input usage into CIDCS system; track interpreter usage for grant purposes.
- Assign visiting judges and pro tempore judges for the courts in South Lake Tahoe.
- Serve as backup to Lead in monitoring supplies and re-order as necessary.
- May provide support in the courtroom while court is in session by processing and completing documents and forms; may also act as lead clerk in the absence of the lead or manager in regards to day-to-day operations as it relates to immediate direction concerning such issues as workflow, scheduling, facilities and incident reporting.
- May provide backup administrative assistant support for West Slope judges and West Slope interpreter coordination duties in the absence of the Administrative Analyst.
- Prepare and process judicial payroll affidavits. Receive and distribute Judge's paychecks and benefit information received from the State.
- Process request from judicial officers to attend conferences and training. Complete on-line conference/training registration; make training/conference reservations and prepare travel expense/reimbursement claims; set up systems for remote conferences and trainings.
- Track judicial activities in order to assure coverage; process requests for assignment of visiting judges to cover judicial absence; maintain assignment log and visiting judge's calendar in Outlook.
- Prepare a wide variety of legal documents including legal decisions, orders, rulings, and other documents for judicial officers as needed.
- Schedule Temporary Judges/Settlement Conference Attorneys for Family Law settlement conferences; maintain the schedule on an annual basis.
- Prepare and assist with various projects including researching, compiling, arranging and computing data, and compiling reports and statistics.

- Responsible for banking duties such as balance collections and prepare and make deposit daily; prepare banking records and send to accounting monthly; mail deposit permits to state controller/auditor weekly; send voids to accounting weekly; count in change drawer as needed; and balance clerk's collections at end of day as needed
- Will be assigned various processing duties in support of court needs.
- Perform other related work as required by court needs.

Judgment and Responsibility

Incumbents perform most duties within pre-established policies, procedures, standards and legislation. However, incumbents must often work independently and occasionally make decisions in the absence of easily applied rules. The job requires considerable use of discretion, tact, and judgment.

Knowledge of:

The legal system and court procedures, practices and terminology; knowledge of office and administrative practices and procedures; knowledge of correct use of English language, spelling, grammar and punctuation; knowledge of modern office methods, practices, procedures and equipment, including computers; letter and memo formatting; basic arithmetic; knowledge of records management practices and procedures; organizing and maintaining accurate files and records.

Ability to:

Demonstrate a high degree of professionalism and maintain confidentiality; communicate effectively orally and in writing; interpret, apply and explain complex policies and procedures; demonstrate good judgment, maintain discretion and confidentiality in a variety of situations; establish and maintain cooperative working relationships with those contacted in the course of work; plan, organize and complete work rapidly and accurately in spite of frequent interruptions; meet critical deadlines and follow-up assignments with a minimum of direction; prepare clear, concise and accurate reports and records; type accurately at a speed sufficient to perform the duties of the position.

Education and Experience

Any combination of education and work experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities required would be:

High School diploma or equivalent GED and three years of secretarial, office administrative, or court clerk experience in a court or legal setting.

Completion of course work from a law/paralegal school or major course work from an accredited college, university, business school or training school in a field that is related to the knowledge and abilities specified for this classification (24 semester units or 36 quarter units equal one year of experience) may be substituted for a maximum of two years of experience.

Physical demands and work environment:

- Physical demands:

- Exerts up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force constantly to move objects;
- Arranges records in file cabinets, drawers, and boxes;
- Walks to obtain files and records and stands while arranging them.
- Work Environment:
 - No environmental factors.

Other requirements:

- Possession of a valid Driver’s License at the time of appointment. *This requirement will be reviewed on a position basis in accordance with ADA regulations.*
- Criminal History and Background Check – Candidates are required to pass a fingerprint clearance by the Federal Bureau of Investigation (FBI) and Department of Justice (DOJ)

Classification Status	GE
Representation Unit	Local 39
FLSA	Non-Exempt
Established	11/17/16
Revised	
Previous Title	

General sign-off: The employee is expected to adhere to all Court policies.

I have read and understand this explanation and job description.

Signature: _____ **Date:** _____