



October 2018  
FLSA: NON-EXEMPT  
CLASS CODE: 90707

## **JUDICIAL SECRETARY**

### **DEFINITION**

Under general direction, performs a variety of complex, responsible, specialized and confidential secretarial and office support functions for judicial officers; types and edits documents ranging from general correspondence to specialized legal reports and documents; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Executive Assistant. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This is a journey level classification responsible for providing secretarial services to judicial officers and independently produce a wide range of documents and reports requiring a thorough knowledge of Court and district regulations, policies and procedures. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Types, formats, edits, revises, proofreads and prints a variety of legal orders, reports, correspondence, memoranda and other documents and materials ranging from routine to complex; 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 and master forms and documents; composes correspondence, reports and informational materials; copies documents for internal and external distribution.
- Maintains calendars for judicial officers; arranges, schedules and confirms meetings, appointments and interviews; organizes catering for meetings; collects money for reimbursement to the court; makes travel arrangements.
- Answers, screens and directs telephone calls; maintains a high level of customer service quality while assisting customers by telephone; receives, responds to and/or refers inquiries from the public to appropriate staff.
- 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.

- Maintains Court's legal publication inventory; assesses needs; requests quotes for best pricing; processes requisitions; receives publications; files and /or distributes publications; and updates master inventory list.
- Maintains user accounts for online legal research.
- Reviews, determines priority and routes incoming correspondence.
- Assists the Grand Jury Foreman and the members of the Grand Jury; receives Grand Jury inquiries by telephone, mail, or in person; explains Grand Jury complaint procedures to the public; advises Grand Jurors on a variety of policies and procedures.
- Empanels the civil grand jury annually; meets with Judge to calendar empaneling date for drawing; prepares letters to request nominees from city and county officials; schedules and coordinates educational sessions for interested citizens within the county to serve on the grand jury; screens all applicants for eligibility; prepares letters, revises application as needed and summons individuals from random jury pool to serve on the civil grand jury; schedules and prepares letters for qualified citizens to appear for interview with Judge and Jury Commissioner for potential service on the civil grand jury; prepares final summons for random drawing; prepares letters for elected officials and other dignitaries to appear for random drawing; serves as courtroom clerk for special sessions of random drawing; and maintains information for demographic report
- Prepare grand jury payroll; calculates per diem and mileage amounts.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Office secretarial practices and procedures, including filing and record keeping.
- Legal terms and phraseology and general and specific legal forms, documents and procedures used in legal practice and proceedings; legal reference materials and their contents and correct forms of citation; basic court rules and requirements used in legal practices and proceedings.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Regulations and procedures governing the maintenance and disclosure of public records.
- Record keeping principles and procedures.
- Basic research techniques, methods and procedures.
- Modern office practices, methods, and computer equipment and applications related to work, including word processing and spreadsheet software.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Court staff.

### **Ability to:**

- Prepare clear, accurate and concise correspondence, records and reports.
- Maintain confidentiality of Court documents and records.
- Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Make accurate arithmetic, and statistical computations
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.

- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

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

Equivalent to completion of twelfth (12) grade and, three (3) years of secretarial or administrative experience in an attorney's office or court office.

**Licenses and Certifications:**

- Possession of, or ability to obtain, an appropriate valid California's driver's license if required to drive.
- Possession of a valid typing certificate for 50 words per minute.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.