

STATE OF CALIFORNIA

Judicial Branch

Courts of Appeal

Class Code:

Base Range: 2211 SA Range: 2210

January 1998

Revised: February 2023

ASSISTANT CLERK/EXECUTIVE OFFICER
OF AN APPELLATE COURT

DEFINITION

Under general direction, assists the Clerk/Executive Officer in managing personnel and non-judicial administrative support activities for an entire appellate court; performs related work as assigned.

CLASS CHARACTERISTICS

Assistant Clerk/Executive Officer is a management-level class in the Clerk/Executive Officer series. Incumbents are responsible for assisting a Clerk/Executive Officer in managing personnel and non-judicial programs within organizational and policy confines of an appellate court. This includes managing the day-to-day operations of the Clerk's Office and assisting with administrative support activities, including human resources, information systems, facility management, and finance operations for the entire court. This class is distinguished from the Clerk/Executive Officer in that the latter functions with full authority and accountability for assigned administrative responsibilities in an appellate court.

Assistant Clerk/Executive Officer- SA (Stand-Alone) is distinguished from the *Assistant Clerk/Executive Officer* in that it is used for positions in geographically separate appellate court division locations (Riverside, Santa Ana, and Ventura) where the incumbent has authority to act on behalf of the division regarding day-to-day operations of the Clerk's Office and all non-judicial support activities. The incumbent also assists in administering the division budget for day-to-day operations, including expenses for maintenance of facilities and equipment, as well as other administrative activities of that remote court as assigned.

EXAMPLES OF DUTIES (*illustrative only*)

- Plans, organizes, administers, reviews, and evaluates the work of assigned staff; recommends selection of staff and provides for their professional development; recommends discipline as required.
- Participates in developing and/or revising administrative policies and procedures for assigned activities.
- Reviews and responds to correspondence and inquiries regarding interpretation of court policies and procedures for assigned areas.
- Participates in developing, administering, and monitoring budget of an appellate court.

- As assigned, assists in or independently handles a variety of administrative support activities for an entire court, including: facility and space planning; the procurement of supplies, equipment, and office furniture; providing the full range of human resources support; coordinating information systems activities; and administering a variety of business services support activities.
- May serve as primary coordinator for all building management functions between building owner and State Business Services in non-state owned facilities.
- Acts with full authority for the Clerk/Executive Officer in his or her absence.

WORKING CONDITIONS

- Attend meetings outside of normal working hours.
- Work occasional evening and weekend hours.
- May be required to travel statewide as necessary.

QUALIFICATIONS

Knowledge of:

- Basic supervisory principles and practices.
- Policies and procedures associated with appeals and original proceedings before an appellate court.
- Functions, procedures, rules, and regulations of the Clerk's Office.
- California Rules of Court and rule making procedures.
- Principles and practices of budget development and administration.
- Administrative principles, practices, and procedures associated with human resources, business services, information systems, finance, security, and other services found in a court.
- Problem-solving and conflict resolution methods and techniques.
- The operation of personal computers and the use of specified computer applications, such as word processing and spreadsheets.
- Principles and techniques of preparing effective oral presentations.
- Principles and techniques of preparing a variety of effective written materials.

Ability to:

- Plan, direct, and review the work of others on a day-to-day and project basis.
- Use initiative and independent judgment within general policy guidelines.
- Develop and implement goals, objectives, and work standards.
- Translate goals, objectives, and policies into day-to-day operations.
- Develop effective work teams and motivate individuals to meet goals and objectives and provide services in the most effective and efficient manner.
- Maintain fiscal, legal, and statistical records and prepare necessary summaries and reports.
- Apply effective methods of office administration in the areas of purchasing, human resources, budgeting and accounting, information systems, and other business services related to the operation of assigned areas of the court.
- Use initiative and independent judgment within general policy guidelines.

- Apply problem-solving and conflict resolution methods and techniques.
- Operate personal computers and use specified computer applications, such as word processing and spreadsheets.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use tact and discretion in dealing with those contacted in the course of the work.

Licenses and Certificates:

None.

Education and Experience:

Equivalent to possession of a bachelor's degree, preferably in court administration or a related field, and four years of court management experience, including one year of supervisory or lead experience. A law degree may be substituted for two years of experience.