

JUDICIAL SECRETARY I/II

DEFINITION

Under general supervision, performs varied, complex, and confidential legal secretarial assistance for attorneys and/or other professional staff persons; performs related work as assigned.

CLASS CHARACTERISTICS

Judicial Secretary I is the entry-level class in the Judicial Secretary series. Initially under close supervision, incumbents learn word processing and other computer applications applicable to the work situation. As experience is gained, incumbents function with increasing independence and responsibility. This class is alternately staffed with Judicial Secretary II, and incumbents may advance to the higher level after gaining experience and demonstrating proficiency that meets the qualifications of the higher-level class.

Judicial Secretary II is the journey-level class of this series, fully competent to independently perform the full range of administrative and judicial secretarial duties and demonstrate an increasing knowledge of organizational structure and protocol. This class is distinguished from the Lead Judicial Secretary in that the latter serves in lead capacity and directs the work of assigned staff.

EXAMPLES OF DUTIES (*illustrative only*)

- Provides legal secretarial support to central staff or other court attorneys and/or other professional staff.
- Types and proofreads a variety of legal and business documents ensuring accuracy and conformity with approved formats.
- Drafts routine orders which conform to the requirements set out in style manual.
- Tracks cases assigned to central staff in order to ensure timely preparation, distribution, and/or filing of draft opinions, waiver letters, submittal orders, opinions, and orders required after opinion is filed.
- May serve as judicial secretary to a pro tem justice, a supervising and/or a writ attorney.
- May substitute for judicial assistants to appellate court justices on a limited basis during absences or while vacancies are being filled.
- May receive and screen visitors and telephone calls; take messages, serve as liaison with court, staff, and public.

- Assists in development and implementation of various computer applications such as macros and autotext; organizes and maintains written and electronic information for assigned area.
- Performs a variety of standard office support work.

WORKING CONDITIONS

- Must be available to work overtime.

QUALIFICATIONS

Knowledge of:

- Basic legal concepts, terminology, practices, and procedures.
- Basic methods of legal research, traditional and computerized.
- Pertinent California trial and appellate court practices and procedures.
- Secretarial and standard office practices and procedures, including filing, business letter writing, and the standard format for memoranda, briefs, drafts, opinions, and other typed materials.
- The operation of standard office equipment.
- The operation of personal computers and the use of specified computer applications, such as word processing, spreadsheets, legal applications, and desktop publishing.
- Correct business English, including spelling, grammar, and punctuation, including knowledge of legal terminology and punctuation.
- Information management and record-keeping principles and practices.
- Organizational policies and procedures.

Ability to:

- Provide varied secretarial assistance to managerial and executive staff.
- Apply basic legal concepts, terminology, practices, and procedures.
- Conduct limited legal research, traditional and computerized.
- Use initiative and independent judgment within established procedural guidelines.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines.
- Diplomatically communicate with executive-level individuals both within and outside the agency; demonstrate proper protocol when dealing with government officials.
- Type at a net rate of 55 words per minute.
- Accurately take minutes and transcribe dictation.
- Safely operate a variety of standard office equipment.
- Operate personal computers and use specified computer applications, such as word processing, spreadsheets, legal applications, and desktop publishing.
- Communicate effectively in English, verbally and in writing.

- Establish and maintain effective working relationships with those contacted in the course of the work.

Licenses and Certificates:

None.

Education and Experience:

Judicial Secretary I: Equivalent to graduation from high school and two years of general secretarial or legal processing experience. Or One year as an Appellate Court Records Assistant or two years as an Office Assistant II in the judicial branch.

Judicial Secretary II: Equivalent to graduation from high school and three years of legal secretarial experience. Or Two years as a Judicial Secretary I in the judicial branch.

Directly related college-level course work may be substituted for required experience on a year-for-year basis.