

LEAD JUDICIAL SECRETARY

DEFINITION

Under general supervision, provides lead direction and work review to assigned staff, and performs varied, complex, and confidential legal secretarial support work for attorneys and/or other professional staff persons; performs related work as assigned.

CLASS CHARACTERISTICS

This is the lead level of the Judicial Secretary series. Incumbents are responsible for serving in a lead capacity and directing the work of assigned staff. Incumbents are responsible for coordinating and organizing clerical and secretarial support work performed for attorneys and/or other professional staff persons, and for training and assisting staff in clerical practices and procedures and the use of modern office equipment. Incumbents may also provide complex and confidential judicial assistance and secretarial support work.

EXAMPLES OF DUTIES (*illustrative only*)

- Provides lead direction, training, and work review; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work.
- Provides input into selection, evaluation, discipline, and other personnel matters.
- 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 supervisory principles and practices.
- Legal concepts, terminology, practices, and procedures.
- Legal research, traditional and computerized.
- California trial and appellate court practices and procedures.
- Secretarial and general office practices and procedures, including filing, business letter writing, and the standard format for 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.
- Information management and record-keeping principles and practices.
- Organizational policies and procedures.

Ability to:

- Plan, direct, and review the work of others on a day-to-day basis.
- Apply legal concepts, terminology, practices, and procedures.
- Conduct 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.
- Train others in policies and procedures related to work.
- Provide varied secretarial and administrative assistance to managerial and executive staff.
- 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:

Equivalent to graduation from high school and four years of legal secretarial experience, including one year as a lead. Or One year as a Judicial Secretary II with the judicial branch.

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