

SENIOR EXECUTIVE JUDICIAL ASSISTANT
TO THE CHIEF JUSTICE

DEFINITION

Under general supervision, independently performs varied, complex, and confidential paralegal, legal secretarial, and office administrative assistance for the Chief Justice of California; performs related work as assigned.

CLASS CHARACTERISTICS

The incumbent is responsible for organizing and managing specified administrative, paralegal and legal secretarial tasks for the Chief Justice, and may serve in a lead capacity and direct the work of assigned staff. Incumbent also organizes, coordinates, and ensures successful completion of specifically determined projects and assists with other administrative and secretarial duties. This class is distinguished from the Supervising Executive Judicial Assistant to the Chief Justice in that the latter is responsible for supervising assigned staff, with effective authority for their selection, retention, and training and development and with responsibility for day-to-day supervision, evaluation, motivation, and discipline of employees.

EXAMPLES OF DUTIES (*illustrative only*)

- Organizes and coordinates complex administrative projects; assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work; exercises skill in setting priorities that accurately reflect the importance of assigned responsibilities; trains backup support staff.
- Provides varied administrative, paralegal, and legal secretarial support to the Chief Justice.
- Coordinates activities related to the justice's weekly conferences, including weekly distribution and assignment of conference memoranda; maintains conference database; sorts and numbers conference memoranda and petitions; maintains conference files; and provides needed petitions to staff reviewing conference memoranda.
- Prepares the Chief Justice's benchbook, including a complete set of documents for each case.
- Reviews and prepares calendar memoranda, preliminary responses, conference memos, and calendars for submission to the Calendar Coordination Office for court circulation.
- Notifies the Calendar Coordination Office of attorney assignments and sets electronic mail rules notifications for chambers staff to enable automatic forwarding of case updates.
- Confirms calendar memoranda to opinion format for circulation; distributes briefs and other staffs' calendar memoranda for review by staff.
- Edits, proofreads, and reviews internal court documents including preliminary responses, conference memoranda, opinions and court orders for correctness with respect to grammar, spelling, punctuation, content, and organization.

- Finalizes and circulates the Cases Granted and Calendar Conference memos.
- Prepares final draft of opinions by checking facts referenced against all documents from the lower tribunal such as the clerk's and reporter's transcripts, administrative record, exhibits, and correspondence; verifies and validates legal authorities cited using resources found in the law library, computer data bases and legislative intent materials; conforms opinions to uniform style using the California Style Manual and other style manuals; circulates to the Calendar Coordination Office.
- Transmits final draft of opinions and modifications to the Reporter of Decisions.
- Communicates with the Calendar Coordination Office on releasing an opinion for filing.
- Monitors rush applications for relief from default, orders, and other requests from the Clerk's Office for the Chief Justice's review and decision.
- Handles, distributes, logs, scans and copies documents in the Calendar Coordination Office inbox as assigned.
- Completes a broad variety of administrative and secretarial tasks for the Chief Justice including, but not limited to receiving and screening visitors; answering and logging telephone calls; assisting in scheduling calls and meetings.
- Manages the Chief Justice's correspondence, which includes reviewing, monitoring, sorting, consolidating, and printing electronic mail; opening, sorting, date stamping and distributing physical mail; drafting correspondences and replying to mail as required.
- Provides lead direction and guidance to the Secretary to the Commission on Judicial Appointments in organizing hearings, coordinating with appointees, maintaining documents and facilitating logistical needs, as assigned.
- Assists in booking, management, and coordination of travel arrangements; processes reimbursement and travel expense claims; provides back up duties to the Supervising Executive Judicial Assistant to the Chief Justice as needed.
- Maintains and updates the Chief Justice's online contacts and staff calendar.
- Performs office management duties for the office of the Chief Justice, ensuring office equipment is serviced and maintained and office supplies are ordered and stocked.
- Maintains and updates chambers library including case records and files.

WORKING CONDITIONS

The California Supreme Court is an equal opportunity employer. The California Supreme Court complies with obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Light Work: Incumbents generally work in a typical office environment with adequate light and temperature. May occasionally exert up to 30 pounds of force, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Positions in this class typically require: sitting, walking, reaching, standing, grasping, pushing, pulling, lifting, keyboarding, kneeling, crouching, stooping, seeing, hearing, talking, and repetitive motions.

Must be available to work overtime; may be required to travel statewide as necessary to provide on-site support.

QUALIFICATIONS

Knowledge of:

- General functions and organization of the judicial system and the roles and functions of other legal and law enforcement agencies.
- Legal and administrative office practices and procedures.
- Complex legal concepts, terminology, principles, and procedures.
- Methods of complex legal research.
- Policies, procedures, and rules governing the intake, maintenance, safeguarding, and disposal of exhibits.
- Calendar management and scheduling.
- Computers and the use of computer applications.
- Correct business English, including spelling, grammar, and punctuation, with emphasis on legal terminology.
- Basic supervisory principles and practices.
- Accepted problem solving practices and methods.

Ability to:

- Learn California trial and appellate court practices and procedures.
- Verify the accuracy of complex legal documents and research.
- Understand, interpret and apply complex legal concepts, terminology, principles, and procedures.
- Operate computers and other standard office equipment, using standard business software and automated case management systems; interpret and apply technical manuals and tutorials.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines while maintaining accuracy.
- Use initiative and independent judgment within established procedural guidelines.
- Exhibit effective problem solving and critical thinking skills.
- Maintain confidentiality; use tact, discretion and courtesy in dealing with sensitive materials and situations.
- Establish and maintain effective working relationships with those contacted in the course of the work, including justices, court staff, and representatives of other governmental and private agencies.
- Communicate effectively in English, verbally and in writing; learn the California Style Manual.
- Train others in policies and procedures related to work.
- Plan, direct, and review the work of others on a project or day-to-day basis.

Licenses and Certificates:

None.

Education and Experience:

Equivalent to six (6) years of legal secretarial experience, including five (5) years of technical legal research.

OR

Bachelor's degree and two (2) years of legal secretarial experience, including technical legal research.

Completion of an American Bar Association approved Paralegal program may also be substituted for one (1) year of technical legal research experience. Additional directly related experience and/or college-level coursework may be substituted on a year-for-year basis for either of the paths outlined above.

OR

One (1) year as an Executive Judicial Assistant to the Chief Justice OR two (2) years as a Supervising Deputy Clerk OR three (3) years as Judicial Assistant to a Supreme Court Justice or an Executive Judicial Assistant to an Administrative Presiding Justice with the judicial branch.

Equivalent years of experience performing the duties of a class comparable in the level of responsibility to the classes listed above in a California Superior Court or California state-level government entity also qualify.