



Paralegal Interview Exercise—Oral Exam

One of the primary responsibilities of a paralegal in the Superior Court's Self Help Center is explaining legal concepts and procedures. The customers of the Self Help Center come from all walks of life, common only in that they are all going through highly emotional, even life-changing, events. Most of our customers have little or no knowledge of family law and procedures. Many customers have little formal education and have difficulty reading and understanding legal terms and concepts.

With all of this in mind, please prepare a brief presentation (2-3 minutes) to explain to our customers the residency requirements in marital dissolution cases. Relevant statutes are attached for your reference.

In your presentation, please attempt to answer the following questions:

1. What is the residency requirement to file for dissolution of marriage in California?
2. Who must meet this residency requirement?
3. What options are available to a person who wants to file for dissolution of marriage in California but does not meet the residency requirements?

CALIFORNIA FAMILY.CODE

2320. A judgment of dissolution of marriage may not be entered unless one of the parties to the marriage has been a resident of this state for six months and of the county in which the proceeding is filed for three months next preceding the filing of the petition.

2321. (a) In a proceeding for legal separation of the parties in which neither party, at the time the proceeding was commenced, has complied with the residence requirements of Section 2320, either party may, upon complying with the residence requirements, amend the party's petition or responsive pleading in the proceeding to request that a judgment of dissolution of the marriage be entered. The date of the filing of the amended petition or pleading shall be deemed to be the date of commencement of the proceeding for the dissolution of the marriage for the purposes only of the residence requirements of Section 2320.

(b) If the other party has appeared in the proceeding, notice of the amendment shall be given to the other party in the manner provided by rules adopted by the Judicial Council. If no appearance has been made by the other party in the proceeding, notice of the amendment may be given to the other party by mail to the last known address of the other party, or by personal service, if the intent of the party to so amend upon satisfaction of the residence requirements of Section 2320 is set forth in the initial petition or pleading in the manner provided by rules adopted by the Judicial Council.



Paralegal Interview Questions

1. Describe the techniques you use to stay focused and productive despite frequent interruptions and conflicting demands on your time.
2. Hypothetical: While conducting a workshop, one of your customers shares allegations that the father of her child, who is recently released from prison and not paying his child support has been abusing their child. The following week, the father comes in to respond to the papers he was served and it is your job to assist him. What issues does this raise for you and how will be address them?
3. What does legal self-help within the Court setting mean to you?
4. Why do you want to work here?
5. Describe the techniques you use to deal with angry customers.



Paralegal Interview Questions

1. Describe the techniques you use to stay focused and productive despite frequent interruptions and conflicting demands on your time.
 - Lists
 - Prioritization
 - Budget time

2. Hypothetical: While conducting a workshop, one of your customers shares allegations that the father of her child, who is recently released from prison and not paying his child support has been abusing their child. The following week, the father comes in to respond to the papers he was served and it is your job to assist him. What issues does this raise for you and how will be address them?
 - Confidentiality
 - Weighing merits
 - Value judgments
 - Neutrality
 - Equal access
 - Advocacy

3. What does legal self-help within the Court setting mean to you?
 - Access to justice
 - Education
 - Facilitate administration of justice
 - Empowerment

4. Why do you want to work here?

5. Describe the techniques you use to deal with angry customers.
 - Point out hostility
 - Modeling
 - Stay calm
 - Cooling off period
 - Provide options/choices
 - Ask for help
 - Talk it out afterwards



Today we are interviewing for the position of paralegal in the Family Law Facilitator's Office and the Self Help Center. In this position, you will assist customers of the Family Court to prepare for self-representation. As a court employee, you must carry out your duties impartially, while maintaining the confidentiality of both court and customer information. There is currently one vacancy to be filled, but a second position will be available in the coming weeks and both positions may be filled from these interviews.

Please begin with the presentation you have prepared:

What is the residency requirement to file for dissolution of marriage in California?

Who must meet this residency requirement?

What options are available to a person who wants to file for dissolution of marriage in California but does not meet the residency requirements?

Please comment on each of the following

Use of lay terminology

Ease of speaking

Clarity/understandability

PARALEGAL INTERVIEW EXERCISES

The following scenario and questions have been developed to determine your knowledge of family law (first question) and your business writing skills (second question).

The Scenario:

A man waiting to be seen in the Facilitator's Office walks up to you and demands to be seen immediately. He is highly agitated and wants to see the judge today. He has been to the police, the DA's Child Abduction Unit, and the filing counter in the courthouse and no one seems to be able to help him. He starts telling you that he came home from his job last night to find his children, their mother, the van and many of the household things gone from the house. He explains they had a fight the night before because he was fed up with her nagging him about the money while she sits around eating bon bons while watching soap operas all day. She doesn't even get out of bed until 10:00 o'clock and will not even make his dinner. He also confronted her with a love letter he found that she had written, but not sent, to another man in Florida, saying how she can't wait to leave here with the kids to move in with him. He is afraid that he will never see his kids again. He can't afford to hire an attorney to help him because the District Attorney is already collecting half of his wages from his paychecks for another child. He says that everyone he turns to for help tells him that he has to have court orders before they can assist him. The last time he was here on his child support case, he had to wait several hours only to be told that it was too late to get a blood test. He says this is very important and he cannot wait for service. He has seen other people who came into our office after him get help already. He has gotten the run around by everyone he has talked to and insists on getting help now from us.

Please turn page for questions.

Question 1: (Family Law Knowledge)

What questions would you ask and things would you do to assist him with his problem(s)? [Feel free to explore any issue that may be pertinent. Please limit your answer to this sheet only.]

Question 2: (Business Writing Skills)

Write a formal memorandum to your supervisor explaining what you said and did to diffuse the situation with this agitated, frightened customer. [Please limit your answer to this sheet only.]

Employment - Current Openings



Job Title: **Resource Attorney**

Closing Date/Time: Continuous

Salary: \$6,275.27 - \$8,688.45 monthly

Job Type: Full-Time

Location: Los Angeles County, California

[Print Job Information](#) | [Apply](#)

[Description](#) [Benefits](#) [Supplemental Questions](#)

General Purpose

Under general direction provides legal assistance and services to self-represented litigants in a variety of legal matters.

Distinguishing Characteristics

Resource Attorney provides legal and procedural assistance to self-represented litigants in a variety of legal matters.

Resource Attorneys are distinguished from Managing Resource Attorney in that the latter is responsible for the administration and supervision of staff in the litigant assistance programs.

Examples of Essential Duties, Responsibilities, and Skills:

The following examples are intended to describe the general nature and level of work performed by personnel assigned to this classification. Any one position in this class may not perform all the duties listed below, nor are the duties described intended to be an exhaustive list of all duties, responsibilities and skills required of personnel assigned to this classification.

1. Educates and assists self-represented litigants regarding court procedures and provides general direction for completion of court documents and compliance with state and local rules and law.
2. Develops and provides educational materials to self-represented litigants concerning the law and procedures and provides referrals to other court-based services, lawyer referral services, legal service providers and other community agencies.
3. Assists in the review, analysis, and implementation of legislation, statutory mandates, rules of court and applicable law relating to self-represented litigants.
4. Conducts research to enable the court to be responsive to self-

represented litigants' needs.

5. Assists in planning, implementing, and administering established policies and procedures and functions consistent with legal, court, and departmental requirements.
6. Assists in the supervision of assigned Paralegal staff, student interns, and other staff or volunteers to ensure the quality of service is maintained at each of their assigned Centers.

Other Duties:

1. Assists in the daily operations of the office.
2. Prepares correspondence and reports.
3. Performs other court-related duties as assigned.

Knowledge of:

1. Litigant assistance programs, including legal aid and legal assistance services.
2. Provisions of general, family, domestic violence, probate, landlord/tenant or consumer law, legal processes, and rules of court.
3. Principles, practices, methods and materials of legal research and analysis.
4. Procedures, policies, forms and documents used for self-represented litigants.
5. Principles and practices of sound business and legal communication.

Ability to:

1. Analyze problems and legal issues and identify solutions.
2. Apply legal principles to case facts and make sound decisions.
3. Research, analyze and appraise a variety of legal documents.
4. Communicate clearly and effectively, orally and in writing, in English using good business English and appropriate legal terminology.
5. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
6. Exercise sound, expert independent judgment within general policy guidelines.
7. Operate a computer using standard business software and operate

standard office equipment.

8. Work with people of diverse socio-economic backgrounds.
9. Use tact and diplomacy when dealing with sensitive, complex and/or confidential issues and situations and upset individuals.
10. Maintain confidentiality of Court documents and records.
11. Establish and maintain effective working relationships with judicial officers, Court and County employees, members of the public and others encountered in the course of work.

Qualifications:

Selection Requirements

Graduation from an accredited law school **–AND–** A member of the California State Bar in good standing **–AND–** Three (3) years' experience practicing law.

Licenses and Certificates:

A valid California Class C Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

DESIRABLE QUALIFICATIONS:

- Some assignments may require bilingual skills in languages consistent with the demographics of Los Angeles County.
- Certification of forty (40) hours of training in mediation techniques and approaches, including training in domestic violence.

Special Requirements:

Superior Court of California, County of Los Angeles Resource Attorneys are prohibited by Court policy from practicing law during their employment. This includes prohibition from receiving fees and appearing in any court on behalf of another person.

Examination Information:

Part I: Qualifying evaluation of education, training and experience based on submitted application materials. All applicants meeting the minimum requirements are not guaranteed advancement to the interview phase of the examination. Only the most qualified applicants, based on the results from Part I, will be invited to Part II, an oral interview.

Part II: Oral Interview and writing exercise, weighted 100%, covering education, experience, technical knowledge, critical analytical ability, and general ability to perform the duties of the position.

If five or less qualified candidates apply, this examination will consist of an evaluation of education and experience based on the application information

weighted 100%.

Your application and any information relative to your candidacy will be handled in strict confidence and will be thoroughly reviewed by the examining committee. It is extremely important that all questions on your application be answered completely. Submitted applications must contain complete information. Incomplete applications will not receive consideration. Resumes will not be accepted in lieu of the required application, but will be considered as supplemental information when attached to the application.

Applicants must achieve a score of 70% or higher in order to be placed on the eligible list.

This examination will remain open until the needs of the Court are met and may close at anytime without advance notice. All applicants are encouraged to apply immediately.

Sample Interview Questions

(The first two questions test customer service skills)

1. This question is a hypothetical situation. It is a busy day in the Family Law Facilitator's Office. All other paralegals are busy assisting customers. You are assisting a customer with a response to the papers she was served at the front counter. There are eight other customers waiting for assistance from you, but you should have enough time to help all of them before the office closes for the day if you can keep them focused and on task. A customer who you assisted twenty minutes earlier comes up to your window, interrupting your discussion with the customer already at your window, to ask if you will do a Proof of Service. She is trying to finish all of her Court business in this one trip so she will not have to come back another day. She will not be ignored and she insists that the help she needs will be quick and that, because of her work schedule, she cannot come back on another day. How would you handle this situation?
2. What specific techniques would you use to diffuse a volatile situation with an angry customer?

(This question addresses the ability of the applicant to view our work realistically)

3. In 2003, the Family Law Facilitator's Office assisted over 50,000 customers, which averaged out to over 4,100 customers per month or over 200 customers per day. With that volume, we still turn away hundreds of customers every month. Given the volume of customers seeking our assistance, how will you reconcile yourself to never being able to fully serve the needs of your customers?

(This question measures the ability to work as part of a team)

4. You are assisting a customer with an order to show cause. Another paralegal is assisting a customer in the next carrel. While waiting for your customer to complete his declaration, you overhear the other paralegal giving erroneous information. What would you do?

(This question tests for bias and ability to identify ethical issues)

5. Hypothetical: On Monday you assist a woman who has been referred to our office by CPS to get an emergency change of custody based upon credible allegations of sexual abuse of her 7 year old daughter in the father's home. On Thursday, you are assisting a man who has just lost custody of his children through an emergency hearing of which he received no notice. You ask to see his paperwork and recognize this as the same case you assisted with on Monday. What issues does this raise for you and how would you proceed?

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SACRAMENTO**

OFFICE OF THE FAMILY LAW FACILITATOR

**HOW TO DRAW THE LINE BETWEEN
LEGAL ADVICE AND LEGAL INFORMATION**

One of the difficult challenges we face is providing self-represented litigants with the vital information they need, without rendering “legal advice”. As representatives of the Court, we must remain ever mindful of our absolute duty of impartiality. We must not give information or advice for the purpose of giving one party an advantage over the other party.

Advising a party *what* to do, as opposed to *how* to do what the party desires to do, crosses the impartiality line. Communications and explanations should always be rendered in an impartial manner, so as not to advantage or disadvantage any litigant. The following guidelines may help in differentiating between providing “legal advice” and “legal information”:

Information we CAN provide:

1. Information contained in docket reports, case files, indexes, and other reports.
2. Answers to questions concerning court rules, procedures and ordinary practices. These questions are frequently phrased as “can I...” or “how do I...”
3. Examples of forms or pleadings to help guide litigants.
4. Answers to questions about completing forms.
5. Explanations as to the meaning of terms and documents used in the Court process.
6. Answers to questions concerning the computation of deadlines and dates.

Things we CANNOT do:

1. Provide information if we are unsure.
2. Advise a litigant whether to take a particular course of action. Questions phrased as “should I...” must be referred to private legal counsel. We may also direct people to various books in the law library where they can read about the law and form their own opinion.
3. Take sides in a case or proceeding before the Court.
4. Provide information to one party that we would be unwilling to provide to all other parties.
5. Disclose the outcome of a matter submitted to a Judge for decision, before the outcome is made public, or the judge directs disclosure of the matter.

John M. Greacen, a clerk of the United States Bankruptcy Court, District of New Mexico, has written articles on the subject of legal advice versus legal information. He suggests the following five points be followed in dispensing information to the public:

1. **We have an obligation to explain court processes and procedures to litigants, the media and other interested persons.** Court staff have a unique understanding of the way in which the court functions, which is often superior to the knowledge of attorneys who practice before the court. It works to everyone’s advantage for Court staff to share their knowledge, and the Court will operate more efficiently when everyone is operating under the same expectations regarding the ground rules and procedures applied.
2. **We have an obligation to inform litigants, and potential litigants, of how to bring their problems before the Court for resolution.** It is entirely appropriate for the Court staff to apply their specialized expertise to go beyond providing general information, such as answering a question “how do I file a lawsuit?”, to giving detailed procedural guidance on how to request a hearing. We can also answer questions about what the Court looks for in an application for an award of attorney’s fees, a request to enter default judgment, a child enforcement order, etc. We can also refer people to applicable statutes and rules, published case decisions, and sample pleadings. It is entirely appropriate to inform people as to the reason behind the rules, such as explaining due process requirements in relation to a proof of service. We want the public to understand that the rules are not there to

thwart them, or make things difficult for non-lawyers; the rules are there to ensure due process and allow disputes to be decided on the merits.

3. **We cannot advise litigants whether to bring their problem before the Court, or what remedies to seek, although we inform about alternatives to litigation, and we can direct litigants to sources of information about potential remedies.** We cannot advise litigants whether to avail themselves of a particular procedural alternative, since we cannot possibly know enough about a litigant's personal position to know what is in the litigant's best interest. This is uniquely the role of private legal counsel, where a confidential attorney/client relationship exists.
4. **We must always remember the absolute duty of impartiality. We must never give advice or information for the purpose of giving one party an advantage over another. We must never give advice or information to one party, which we would not give to the opponent.** Giving procedural information, or suggestions on where to access legal information, applies to all sides. Having informed litigants helps the process for all concerned. Advising a party *what to do*, as opposed to *how to do* something the party has already chosen, crosses the line from impartiality to partiality. We owe equal duties to both sides.
5. **We should be mindful of the basic principle that counsel may not communicate with the Judge *ex parte*. We should not let ourselves be used to circumvent that principle.** We must not allow ourselves to be used as *ex parte* messengers to the Judge or Court Clerk who will decide a particular matter. Some Court Clerks can enter judgments, and perform other functions traditionally relegated to a judicial officer. We must be careful not to advocate on behalf of a litigant in our communications with decision makers in Court.

Knowing where to draw the line is one of the most difficult challenges we face in helping people to help themselves. Practical considerations sometimes blur the lines, but we must remember, above all else, not to give information if we are uncertain about its accuracy, and to treat all persons and parties to a controversy with the same level of respect, and to give each of them equal assistance.

ANY QUESTIONS ABOUT WHETHER A QUESTION INVOLVES LEGAL ADVICE vs. LEGAL INFORMATION SHOULD BE REFERRED TO THE SUPERVISOR.

RULES FOR WORKING IN THE FACILITATOR'S OFFICE

- 1. Do not solicit business from people using the Facilitator's office.**
Attorneys who volunteer in the Facilitator's office occasionally are asked for business cards from those whom they are assisting. Once you have begun a pro bono assignment you are not allowed to assist that client for a fee. Therefore, once you begin work in the Facilitator's office for the day, you may accept payment for services from none of those people. If a customer needs legal advice or other services that this office cannot provide, you may help them on a pro bono basis, or refer them to the pro per clinic, attorney referral book, Lawyer Referral Service, or other non-profit legal service organization such as the Voluntary Legal Services Program.

- 2. Make sure that everyone signs an intake form before you assist him or her.** The intake form has important acknowledgements concerning the types of services provided in this office. The statistical information is essential for office funding purposes and gives us facts about what legal problem the litigant has, whether the District Attorney is involved and income information for referral purposes. Additionally, the information gathered can be used to provide statistics about the people we serve.

Be sure to review the form after service is rendered to be certain that it reflects the full range of issues addressed. Otherwise funding may be unnecessarily lost.

If the person is illiterate or does not speak English, make sure the acknowledgement is fully translated and explained to the person before he or she signs the intake form. The person translating should complete the Translator section of the Intake Sheet.

- 3. Do not make estimates about the outcome of motions or other matters pending before the Court.** Many times people will ask what their chance of prevailing on a motion may be, or they might ask about the other side's chances of prevailing. We should never estimate the chances of failure or success. We can explain the showing the Court requires to grant a motion, but we cannot state what the outcome will be. Doing so goes beyond giving legal information and enters the realm of advocacy.
- 4. Do not gossip or discuss what you know about a person or case with customers.** You may know someone involved in a case, or may be asked personal questions by people using the Facilitator's office about others involved in their case. Do not discuss or share your personal knowledge of

other people with customers or other members of the public. It compromises the Court's impartiality, and detracts from the professionalism of the office.

5. **Do not be afraid to tell someone that you do not know the answer.** It is best to be honest with people and tell them that you do not know the answer. We should, however, try to find the answer. We may call a Court clerk, or another agency while the person waits. Sometimes we may have to reach the answer ourselves. We may even need to send the person away for the day while we research the question. It is always better to admit that you do not have the answer rather than give an answer that you are not sure of.
6. **Make sure you are referring the person to the correct place before sending him or her there.** There is nothing worse than being shuffled from one place to another. We should not add to a person's frustration by sending them to the wrong place. Make sure you understand what the person needs, or where they have to go, before sending them to someone else. If you are not sure, ask the supervisor.
7. **The Facilitator's Office works on a drop-in basis, and does not provide extensive information on the phone.** We are not equipped to provide anything but basic information on the phone. The information provided is limited to our location, available services, appointments for workshops and some referrals. Otherwise, people should be asked to come to the office for help. This way we can look at their file and papers and get an accurate picture of what is happening. Too many times people give inaccurate information, particularly over the phone. There are some instances that require telephonic information. If someone calls from out of state or a very long distance, we may try to help them over the phone. Nevertheless, we must be careful to tell the person we are helping that we cannot guarantee the accuracy of the information because we do not have the papers in front of us. In such cases, preface the information with an "if" ["If such and such happened, then you can do such and such."].
8. **Dress appropriately.** You are representing the Court and should dress in a professional manner. We want people to know how to appear in Court, so we should set an example by the clothes we wear.
9. **Treat everyone with respect.** Many of the people coming to the Facilitator's Office will be irritable and frustrated because they have been to other places and did not receive the information that they needed, or they did not accomplish what they set out to do. Even though we may not tell them what they want to hear, we can always treat them with respect. Be sensitive to the needs of various people. You will be working with a multitude of cultures, disabilities and idiosyncrasies, so be patient and use some empathy.

10. **Direct people with children to the children's playroom when possible. If the child is too young to go to the playroom, explain to them that we can provide service to them today only if the child(ren) remain quiet. If a child becomes disruptive, promptly but politely ask the parent to take the child(ren) out of the office until quieted down. Also suggest that when the parent returns, they should make other arrangements for their children.**

Uniform Model Classification # 202a LEGAL PROCESS CLERK

Definition

Under general supervision, this specialized clerical level position performs a full range of clerical duties in support of court operations.

Representative Titles

Court Services Clerk, Deputy Clerk, Court Processing Specialist, Court Services Assistant.

Distinguishing Characteristics

This is the entry and journey level of the Legal Process Clerk series. Incumbents perform a variety of legal process duties. This class is distinguished from the higher level Senior Legal Process Clerk class in that the latter performs the more difficult work with more independence of action, exercises a greater degree of discretion in completion of tasks, and/or is responsible for mentoring, training, and assigning work of lower level clerks. This class is distinguished from the Courtroom Clerk class in that the latter performs clerk activities related to court hearings and courtroom proceedings. This class is distinguished from the Court Clerk class in that the latter performs the full range of legal processing, courtroom, and judicial support duties.

Representative Duties

1. Receives and examines legal documents for accuracy, completeness, and conformity to requirements; returns unacceptable documents; affixes seals and stamps to endorse, certify, and/or file documents.
2. Prepares and maintains documents and exhibits; files legal documents and related case materials; retrieves and delivers files and documents to court or appropriate parties.
3. Provides information regarding court procedures; answers inquiries and explains legal filing processes; explains fees and fines; assists individuals in locating material and information.
4. Verifies, enters, retrieves, corrects and updates information in manual or automated recordkeeping systems.
5. At the direction of a judge, prepares and issues legal orders such as warrants, writs, orders, subpoenas, abstracts, and other official documents on behalf of the court; recalls warrants, exonerates bail, prepares judgments, and dismisses or seals cases in accordance with established codes and court procedures.
6. Prepares a variety of documents related to court operations including court minutes, court calendars, notices of hearings, court appearances, or petitions; coordinates the flow of documents necessary for court assignments.
7. Accepts fines and fees; makes appropriate journal entries; issues receipts and balances cash drawers.
8. Performs duties in support of jury activities such as drawing jury pools, qualifying jurors, impaneling juries, and keeping records on juror compensation.

Judgment and Responsibility

Incumbents work on an established set of tasks in accordance with pre-established policies, procedures, and standards under the general direction of a supervisor. Assignments typically require the integration of technical knowledge with interpersonal and communication skills dealing with the public in high visibility, high volume environments. Incumbents have no responsibility for the work of others.

[Final Draft]

Qualification Guidelines

Any combination of training and experience that would likely provide the required knowledge and abilities including the knowledge of court and legal processes is qualifying. A typical way to obtain the required knowledge and abilities would be: an educational level equivalent to a high school diploma or GED and one to two years of clerical experience in a court environment.

Uniform Model Classification # 210a ATTORNEY

Definition

Under general direction, this professional level position performs legal research activities on behalf of the court by examining, analyzing, and interpreting available information and submitting recommendations for resolving issues before the court.

Representative Titles

Civil Case Management Attorney, Staff Attorney, Legal Research Attorney, Program Attorney, Deputy County Counsel, Probate Attorney, Judicial Attorney.

Distinguishing Characteristics

This is the entry and journey level of the Attorney series. This class is distinguished from the higher level Senior Attorney class in that the latter performs the more difficult and complex legal duties and/or may serve as a leadworker, mentoring and coordinating the duties of attorneys and other legal staff.

Representative Duties

1. Reviews and summarizes evidence, procedural history, and legal contentions on matters before the court.
2. Identifies and analyzes factual and legal issues relevant to the disposition of matters; researches legal authorities.
3. Briefs judges on research and analysis pertaining to matters before the court, identifies and discusses unresolved issues necessary for the disposition of matters, and formulates dispositions.
4. Responds to judges' inquiries on procedural and substantive issues during trials and hearings; attends and assists at trials and hearings; conducts reviews of documents at the request of judges.
5. Prepares pleadings, written legal reports, opinions, briefs, appeals, and other legal documents in connection with trials, hearings, and other legal proceedings.
6. May serve as legal adviser to the court judicial officers, staff, or judicial committees on specific matters before the court.
7. May assist with the drafting of legislative measures and other legal work required by the court.

Judgment and Responsibility

Incumbents perform their work under general direction. Attorneys conduct extensive legal research using independent judgment, discretion, and initiative. Erroneous recommendations, decisions, or failure to achieve objectives may result in substantial delays and considerable expenditure of resources. Incumbents in this class have no responsibility for the work of others.

Qualification Guidelines

Knowledge of the principles of civil and criminal law, trial procedure, and rules of evidence; statutory and constitutional laws of the State of California; the principles, methods, materials, and practices of legal research and writing; and the ability to present statements of facts and law and argue clearly and logically on behalf of the court is required. A typical way of obtaining the required knowledge and abilities would be: graduation from an accredited law school, active membership in the State Bar of California, and work experience of two years as a practicing licensed attorney.

Uniform Model Classification # 210b SENIOR ATTORNEY

Definition

Under limited direction, this professional level position performs the most complex legal work of the court; acts as legal advisor and provides technical research assistance to the court judges, executive, and managerial staff; may plan, assign, and review the work of other attorneys.

Representative Titles

Lead Court Research Attorney, Judicial Staff Counsel, Research Attorney, Senior Legal Research Attorney, Senior Probate Attorney.

Distinguishing Characteristics

This is the advanced journey/leadworker level of the Attorney series. Incumbents may serve as a leadworker, mentoring and coordinating the work of attorneys and other legal staff. This class is distinguished from the lower level Attorney class in that it performs more complex legal research work demanding a higher degree of resourcefulness and knowledge. This class is distinguished from the higher level Supervising Attorney class in that the latter has full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc., for a staff of attorneys, senior attorneys, and other legal staff.

Representative Duties

1. Researches difficult legal questions and prepares memoranda, documents, and summaries of alternatives for the judge(s) and executive staff's consideration.
2. May train, review work, and schedule assignments of other legal staff.
3. Reviews appealed cases; researches pertinent issues and law; and prepares preliminary opinion for the courts' consideration.
4. Confers with judges, attorneys and the public with respect to procedural and substantive legal issues and requirements of individual cases.
5. Assists with the drafting of legislative proposals.
6. Writes proposed decisions on matters currently before the court; processes petitions for Writs of Habeas Corpus.
7. Advises judges on a variety of civil and criminal issues and proceedings.
8. Obtains investigation reports and advises the judges as to proper disposition.

Judgment and Responsibility

Incumbents in this classification receive limited direction within a broad framework of policies and procedures and may oversee the work of other legal staff. Assigned duties require the exercise of judgment to choose among possible actions, often without clear precedents. Erroneous recommendations, decisions, or failure to achieve objectives may result in substantial delays and considerable expenditure of resources.

Qualification Guidelines

Knowledge of legal principles, precedents and their application, statutory and constitutional laws of the State of California, principles of civil and criminal law, the principles, methods, materials and practices of legal research and writing, and the ability to present statements of fact and law and argue clearly and logically in written and oral form is required. A typical way of obtaining the required knowledge and abilities would be: graduation from an accredited law school, active membership in the State Bar of California, and work experience of two years in the class of Attorney or four years in the practice of law.

Uniform Model Classification # 210c SUPERVISING ATTORNEY

Definition

Under minimal direction, this professional supervisory level position assigns, supervises and evaluates the work of a staff of attorneys providing legal support to the court; advises the court on legal aspects of administrative and operational issues; performs difficult and complex legal work.

Representative Titles

Supervising Research Attorney, Assistant Supervising Probate Attorney.

Distinguishing Characteristics

This is the supervisory level of the Attorney series. Incumbents spend a substantial portion of their time supervising the work of other attorneys as well as performing research for the most difficult cases. This class is distinguished from the lower level Senior Attorney class in that it has overall supervisory responsibility, including hiring, firing, discipline, performance assessments, etc. for a functional unit comprised of attorneys, senior attorneys, and other legal staff. The Senior Attorney class may mentor, train, and assign the work of attorneys, but does not have full supervisory responsibility.

Representative Duties

1. Selects, trains, evaluates, and supervises attorneys within the work unit; provides work assignments and assists staff with the more difficult cases.
2. Meets regularly with judges of the court to obtain information regarding operational problems; develops practices and procedures that effectively serve the bench.
3. Researches, analyzes, and interprets existing laws and ordinances, court decisions, pending legislation, and other legal authorities.
4. Writes proposed decisions for judges on matters before the court.
5. Advises judges on a variety of issues and proceedings, including civil, criminal, family law, probate, and juvenile.
6. Confers with other attorneys and other agencies regarding legal matters.
7. Confers with judges, attorneys, court staff, and the public on procedural matters and legal issues.
8. Represents the court on task forces and State and national organizations.

Judgment and Responsibility

Incumbents in this classification receive minimal direction within a broad framework of policies and procedures. They are responsible for the work of other attorneys and other legal staff. Erroneous decisions or recommendations could result in critical delays and modifications to projects or operations. Failure to achieve objectives could result in considerable expenditure of resources.

Qualification Guidelines

Knowledge of supervisory principles and practices applicable to developing and overseeing the work of professional staff; the principles of civil and criminal law, trial procedure, and rules of evidence; statutory and constitutional laws of the State of California; and the principles, methods, materials, and practices of legal research and writing is required. A typical way to obtain the required knowledge and abilities would be: graduation from an accredited law school, active membership in the State Bar of California, and work experience of two years in the class of Attorney; or five years experience in the practice of law including two years of supervisory experience over attorneys.

Uniform Model Classification # 211 PARALEGAL

Definition

Under general supervision, this technical level position assists attorneys in the preparation of legal documents, research, analysis, and hearing agendas; prepares standard documents; interviews clients; assists in case preparation and other duties required by the legal staff.

Representative Titles

Legal Assistant, Paralegal Technician.

Distinguishing Characteristics

This is an entry and journey level technical classification that provides a varied range of technical legal assistance to one or more attorneys engaged in administrative, civil, or criminal law. Work performed is under the general direction and technical review of an attorney. This class is distinguished from the Legal/Judicial Secretary class in that the former is assigned more technical and complex tasks and requires a higher level of training. This class is distinguished from the Law Clerk class in that the latter requires more comprehensive legal training and experience in preparation for an entry-level attorney position.

Representative Duties

1. Assists attorneys in pre-trial case preparation; organizes, controls, and prepares exhibits based on factual research; reviews and summarizes depositions and other legal documents; arranges for witnesses and informs them of substantive legal aspects of case; prepares exhibit and trial notebooks.
2. Researches and analyzes law sources such as statutes, ordinances, court decisions, criminal pleadings, police reports, legal documents, and articles; analyzes elements of case with attorney to identify legal questions; researches authorities and pertinent cases on specific points of law; abstracts pertinent case law for use in preparation of briefs.
3. Analyzes probate, guardianship, and conservatorship petitions for compliance with statutes, ordinances, and court orders; recommends granting petitions and correcting deficiencies; assists probate judge with preparation of court orders; and contacts civil attorneys regarding changes to petitions.
4. Prepares or assists attorneys in the preparation of various legal documents, such as complaints, petitions, responsive pleadings, motions, discovery demands and responses, declarations and affidavits, exhibits, and memoranda of points and authorities.
5. Conducts and/or reviews client and witness interviews and reports; reviews information to ensure sufficiency and accuracy.
6. Performs case status monitoring.
7. Maintains accurate records and files and may maintain the law library.

Judgment and Responsibility

Incumbents generally perform standard or routine assignments under general supervision. Incumbents generally have no responsibility for the work of others. Errors in judgment or failure to complete assignments could have a negative result on the outcome of a hearing and result in expenditure of resources of the court.

Qualification Guidelines

Any combination of training and experience that would likely provide the required knowledge and abilities including the knowledge of legal research techniques for gathering, compiling, analyzing, and presenting legal information verbally and in writing, and filing procedures and legal terminology is qualifying. A typical way to obtain the required knowledge and abilities would be: completion of an accredited paralegal training program or three years of experience researching and drafting a variety of legal documents, preferably supplemented by coursework in legal office practices and business law.

Uniform Model Classification # 213 FAMILY LAW FACILITATOR

Definition

Under limited direction, this professional level position provides services mandated by Family Code 10000-10012 which includes the development, planning, implementation, and administration of a family law program providing legal services to litigants not represented by counsel. This position facilitates and expedites family law proceedings related to child support, spousal support, and health insurance matters.

Representative Titles

N/A

Distinguishing Characteristics

Incumbents are responsible for the administration and operation of the court's family law facilitator program. Incumbents may have responsibilities for the direct supervision of paraprofessional staff, clerical support, and volunteers. Incumbents in this class specialize in family law as compared to the generalist legal duties assigned to the Attorney series.

Representative Duties

1. Plans, implements, and administers family law program activities.
2. Develops and implements operational policies and procedures.
3. Designs content of, and conducts clinics for, litigants unrepresented by counsel in Family Court.
4. Provides educational materials to parents concerning the process of authenticating parentage and establishing, modifying, and enforcing child and spousal support in the courts.
5. Distributes necessary court forms and voluntary declarations of paternity; provides assistance in completing forms.
6. Selects, assigns, monitors, and evaluates the work of subordinate staff; oversees the recruitment, training, scheduling, and supervising of volunteers.
7. Identifies community resources related to family law program services and community-based organizations.
8. Provides referrals to the district attorney, family court services, and other community agencies and resources that provide services for parents and children.

Judgment and Responsibility

Incumbents receive limited direction within a broad framework of policies and procedures and may supervise other staff, including volunteers. Assigned duties require the exercise of judgment to choose among possible actions, often without clear precedents. Erroneous recommendations, decisions, or failure to meet compliance and achieve objectives could result in substantial delays and considerable expenditure of resources.

Qualification Guidelines

[Final Draft]

Knowledge of Family Law principles and court procedures; program and policy development and implementation; family law-related resources and referral services is required. A typical way of obtaining the required knowledge and abilities would be: graduation from an accredited law school, active membership in the State Bar of California, and work experience of five years in the practice of law including a minimum of three years of mediation or litigation experience in the field of family law.

Reference Table
Trial Court Uniform Model Classifications
Revised October 2006

Classification Levels

All classifications have a numbering convention. Refer to the beginning of each section for a description of each numbered category. A title without an alpha character following the number indicates a single classification at the level described in “Job Definition.” column. Classifications in a series are identified with a number and an alpha character, with the alpha characters designating the various levels of classifications described below.

- **A= Entry-level** classes are designed to provide an on-the-job training opportunity to an employee who has limited directly related work experience and is not yet prepared to perform the full range of work assigned to the journey-level class or has not obtained the required certification to perform the full range of duties.
- **A=Journey-level** classes are designed to recognize those positions that require the incumbent to perform a broad range of tasks usually under general supervision. A journey-level position is fully trained in the scope of duties associated with this level.
- **B=Advanced Journey/Lead-level** classes possess a specialized technical or functional expertise. They typically are assigned significant responsibilities above the journey level; possess specialized knowledge, abilities, skills, and experience; and often exercise independent judgment in the performance of their duties. Advanced journey-level classes often provide technical, functional, or lead supervision over lower-level positions.
- **C=Supervisor-level** classes recognize full, first-line supervisory positions that plan, assign, and evaluate the work of subordinates and are responsible for a program area within a work unit, division or department.

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Nbr	Classification Title	Job Definition	Representative Titles	Distinguishing Characteristics
101	Court Executive Officer	Under executive direction of the presiding judge or executive committee of the court, this executive level position provides strategic direction and has overall management authority and responsibility for the non-judicial components of a court system.	Clerk of the Court, Consolidated Court Administrator, Court Administrator, Trial Court Executive.	This is a single incumbent executive level position that is appointed by and serves at the pleasure of the judges, and is responsible for providing strategic direction and program and budget development and coordination, and goal setting for the court. It is the highest non-judicial position in the court.
102	Assistant Court Executive Officer/Deputy Court Administrator ¹	Under administrative direction of the Court Executive Officer, this executive level position assists in managing all or a significant part of the court's non-judicial operations.	Assistant Clerk of the Court, Assistant Court Administrator, Chief Assistant Executive Officer, Chief Deputy Executive Officer, Deputy Court Executive Officer.	This executive level position directs the development and implementation of organizational goals, policies and programs for all or a significant part of the court's operations. This class is distinguished from the lower level class of Court Division/Branch Administrator/Director in that the latter is responsible for a distinct division or branch of the court or geographic location. This class is distinguished from the higher level class of Court Executive Officer in that the latter has overall management authority and responsibility for the administrative and operational components of a court system.
103	Court Division/Branch Administrator/Director	Under administrative direction, this executive or senior management level position manages the operation of a major division or branch of a court that has multiple sections and/or locations.	Consolidated Court Branch Administrator, Court Branch Manager, Court Division Manager, Division Manager, Regional Court Administrator, Chief Financial Officer, Chief Information Officer, HR Director, Managing Attorney	This executive or senior management position directs plans, organizes, and coordinates the activities and operations in one or more major administrative or operations divisions or branches of the court. This class is distinguished from the lower level classes of Court Administrative Manager and Court Operations Manager in that the latter are management positions responsible for one or more programs, functions, or operational units of a court. This class is distinguished from the higher level class of Assistant Court Executive/Deputy Court Administrator in that the latter assists in managing all or a significant part of the court's administrative functions.

¹ Use 102 for operations or administrative executive positions in organizations

Nbr	Classification Title	Job Definition	Representative Titles	Distinguishing Characteristics
104	Court Operations Manager	Under administrative direction, this management or senior management level position manages one or more programs, functions or operational units of the court, and may assist in the overall administration of a major division or branch.	Administrative Services Manager, Assistant Division Chief, Assistant Division Manager, Business Manager, Court Operations Manager, Court Program Manager, Court Services Manager, Court Reporter Manger, Judicial Services Manager.	This management position is responsible for one or more programs, functions, or operational units, may assist in the overall administration of a major division or branch, and assists in the preparation and administration of budgets for the unit or program. This class is distinguished from the higher level Court Division/Branch Administrator/Director class in that the latter is an executive position that is responsible for a major administrative function, division or branch of the court with multiple sections and/or locations. Incumbents may manage a smaller and/or less complex division.
105	Court Administrative Manager	Under administrative direction, this management or senior management level position is responsible for a court-wide administrative function such as fiscal, human resources, facilities, or information technology,	Court Accounting Manager, Financial Services Manager, Information Systems Manager, MIS Manager, Court Human Resource Manager, Labor Relations Manager, Court Training Manager, Court Facilities Manager	This management position is the first management level in the court and is responsible for program development, coordination and goal setting in a court-wide administrative function such as fiscal, human resources, facilities, information technology, etc. This class is distinguished from the higher level Court Division/Branch Administrator/Director class in that the latter is an executive position that is responsible for a major administrative function, division or branch of the court with multiple sections and/or locations. Incumbents may manage a smaller and/or less complex division.

Nbr	Classification Title	Job Definition	Representative Titles	Distinguishing Characteristics
201a	Court Clerk ⁱⁱ	Under general supervision, this specialized clerical level position performs legal processing, calendaring, courtroom, and judicial support duties.	Deputy Court Clerk, Judicial Assistant, Court Services Representative, Court Services Clerk, Courtroom/Legal Process Clerk.	This is the entry and journey level of the Court Clerk series in courts that have one class series to perform the full range of legal processing, courtroom, and judicial support duties (as opposed to one class series for courtroom duties and another for legal document processing). In these courts, incumbents at this level perform a variety of legal processing functions and also perform the duties of a courtroom clerk. This class is distinguished from the higher level Senior Court Clerk class in that the latter typically performs the more difficult and complex legal processing, courtroom, and judicial support duties and/or has a role in leading, training, and assigning work for lower level clerks. The Court Clerk series is distinguished from the Legal Process Clerk series in that the latter performs primarily legal processing work and not courtroom clerk work. The Court Clerk series is further distinguished from the Courtroom Clerk series in that the latter performs clerk activities related to court hearings and courtroom proceedings.
201b	Senior Court Clerk	Under general supervision, this specialized clerical level position performs a variety of complex legal processing, calendaring, courtroom, and judicial support duties and/or acts as a leadworker over subordinate staff.	Deputy Clerk, Court Services Representative, Sr. Court Services Clerk, Court Services Assistant, Deputy Court Clerk.	This is the advanced journey/leadworker level of the Court Clerk series. This class may act as lead to both the Legal Process Clerk and Courtroom Clerk classes and may also be used as a bridge classification to the Courtroom Clerk series. This class is distinguished from the lower level Court Clerk class by the responsibility for the more difficult and highly technical legal processing, courtroom, and judicial support work and/or by the responsibility for leading, training and assigning work of lower level clerks. This class is distinguished from the higher level Supervising Court Clerk class in that the latter has full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc., for a staff of court clerks and other clerical staff.

ⁱⁱ Use 201 Court Clerk for generalist support (i.e., perform support work in both the court room and general processing. Use 202 and 203 for specialists (i.e., 202 for legal processing work outside the courtroom and 203 for courtroom clerk to support court hearings and courtroom proceedings)

Nbr	Classification Title	Job Definition	Representative Titles	Distinguishing Characteristics
201c	Supervising Court Clerk	Under general direction, this supervisory position plans, organizes, and supervises the work of the Court Clerk class, or the Legal Process Clerk and Courtroom Clerk classes, and other clerical staff.	Court Services Supervisor, Judicial Services Supervisor, Court Supervisor.	This is the supervisory level of the Court Clerk series. This class is primarily used in courts that use the Court Clerk series to perform the full range of legal processing, courtroom, and judicial support duties. This class is also used by courts that have one supervisor class to supervise both the Legal Process Clerk and Courtroom Clerk classes. This class is distinguished from the lower level Senior Court Clerk class in that Supervising Court Clerk incumbents have full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc., for a staff of court clerks, with the majority of time spent on supervisory work. The Senior Court Clerk class is responsible for leading, training, and assigning the work of lower level clerks and/or performs the more complex court clerk duties requiring specialized knowledge of legal processing, courtroom procedures and operations, and judicial services, but does not have full supervisory authority.
202a	Legal Process Clerk	Under general supervision, this specialized clerical level position performs a full range of clerical duties in support of court operations.	Court Services Clerk, Deputy Clerk, Court Processing Specialist, Court Services Assistant	This is the entry and journey level of the Legal Process Clerk series. Incumbents perform a variety of legal process duties. This class is distinguished from the higher level Senior Legal Process Clerk class in that the latter performs the more difficult work with more independence of action, exercises a greater degree of discretion in completion of tasks, and/or is responsible for leading, training, and assigning work of lower level clerks. This class is distinguished from the Courtroom Clerk class in that the latter performs clerk activities related to court hearings and courtroom proceedings. This class is distinguished from the Court Clerk class in that the latter performs the full range of legal processing, courtroom, and judicial support duties.
202b	Senior Legal Process Clerk	Under general supervision, this specialized clerical level position performs a variety of complex document processing duties and/or acts as a leadworker to staff engaged in legal process clerical work of the court.	Court Services Clerk, Senior Court Support Assistant, Deputy Clerk, Lead Legal Procedures Clerk	This is the advanced journey/leadworker level of the Legal Process Clerk series. This class is distinguished from the lower level Legal Process Clerk class by the responsibility for the most difficult and complex legal process work and/or by the responsibility for leading, training, and assigning work of legal process staff. This class is distinguished from the higher level Supervising Legal Process Clerk in that the latter has full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc., for a staff of legal process clerks, senior legal process clerks, and other clerical staff.

Nbr	Classification Title	Job Definition	Representative Titles	Distinguishing Characteristics
202c	Legal Process Supervisor	Under general direction, this supervisory position plans, organizes, and supervises the work of legal process clerks and other clerical employees.	Supervising Deputy Clerk, Court Services Supervisor, Court Services Clerk.	This is the supervisory level of the Legal Process Clerk series. This class is distinguished from the lower level Senior Legal Process Clerk class by having full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc., for legal process clerks, with the majority of time spent on supervisory work. The Senior Legal Process Clerk class may perform the more complex legal process clerk duties requiring specialized knowledge of document processing operations and/or acts as a leadworker by leading, training, and assigning the work of legal process clerks, but does not have full supervisory responsibility.
203a	Courtroom Clerk	Under general supervision, this specialized clerical level position performs a variety of clerical and administrative duties related to court hearings and courtroom proceedings.	Court Clerk, Judicial Clerk, Deputy Clerk, Judicial Assistant.	This is the entry and journey level in the Courtroom Clerk series. Incumbents independently perform clerical and administrative courtroom support work. This class is distinguished from the higher level Senior Courtroom Clerk class in that the latter performs the more difficult and highly technical courtroom work and/or has responsibility for leading, training, and assigning work of courtroom clerks. The Courtroom Clerk Series is distinguished from the Legal Process Clerk Series in that the latter performs legal processing work, while the work performed by this class is related to court hearings and courtroom proceedings.
203b	Senior Courtroom Clerk	Under general supervision, this specialized clerical level position performs a variety of complex courtroom clerk duties and/or provides lead supervision to subordinate staff that works on court hearings and courtroom proceedings.	Lead Courtroom Clerk, Senior Judicial Assistant, Courtroom Clerk, Judicial Clerk.	This is the advanced journey/leadworker level of the Courtroom Clerk series. This class is distinguished from the lower level Courtroom Clerk class by the responsibility for the more difficult and highly technical courtroom work and/or by the responsibility for leading, training, and assigning work of courtroom clerks. It is distinguished from the higher level Supervising Courtroom Clerk class in that the latter has full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc., for a staff of courtroom clerks and senior courtroom clerks.
203c	Supervising Courtroom Clerk	Under general direction, this supervisory position plans, organizes and supervises the work of courtroom clerks.	Court Services Supervisor, Supervising Judicial Assistant, Supervising Court Clerk.	This is the supervisory level in the Courtroom Clerk series. This class is distinguished from the lower level Senior Courtroom Clerk class in that it has full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc., for a staff of courtroom clerks, with the majority of time spent on supervisory work. The Senior Courtroom Clerk class performs the more difficult and highly technical clerical and administrative courtroom work requiring specialized knowledge of court procedures and operations and/or acts as a leadworker leading, training, and assigning the work of courtroom clerks, but does not have full supervisory responsibility.

Nbr	Classification Title	Job Definition	Representative Titles	Distinguishing Characteristics
204a	Calendar Clerk	Under general supervision, this specialized clerical level position assists with the preparation, maintenance, and control of the court's master and other calendars (e.g., criminal calendar, civil law and motion calendar, family law calendar, trial calendar, etc.).	, Judicial Assistant, , , Assistant Calendar Secretary/Technician, Court Calendar Technician	This is the entry and journey level of the Calendar Clerk series. Incumbents perform clerical duties required in the preparation and scheduling of the court's hearings and conferences, and assist the higher level Supervising Calendar Clerk class in the preparation of the master calendar. In the absence of a supervising calendar clerk, this class may assume the duties and responsibilities of the higher level. This classification is distinguished from other clerical classifications by the nature or specialization of court calendar work.
204b	Calendar Coordinator	Under direction, this senior/supervisory clerical level position plans, directs, supervises, and /or coordinates the preparation and maintenance of the court's calendar process.	Calendar Secretary, Master Calendar Coordinator, Assistant Calendar Manager, Criminal Calendar Secretary, Judicial Services Supervisor.	This is the senior or supervisory level of the Calendar Clerk series. Incumbents are responsible for coordinating with the jury commissioner and scheduling the court's calendar. This class is distinguished from the Jury Commissioner class in that the latter has overall jury selection and timely processing responsibilities for the court. It is distinguished from the lower level Calendar Clerk in that the latter supports and takes direction from the Calendar Coordinator to prepare the court's calendars.
205a	Court Attendant	Under general supervision, this support level position maintains quiet and order in and near the courtroom; screens visitors at a court house entrance or other work location; directs and provides information to the public; and monitors electronic surveillance equipment at a security work station.	Courtroom Assistant, Court Security Liaison, ,Public Safety Service Officer.	Court Attendant is a non-sworn entry and journey level classification that provides courtroom support by performing a variety of limited security-related duties. This class is distinguished from security guards in that the latter perform patrol duties and are armed. This classification is distinguished from a deputy sheriff or marshal in that the latter have direct responsibility for physical restraint of prisoners, protecting life and property, and apprehending criminal violators.
205b	Sr. Court Attendant	Under general supervision, this support level position performs limited security-related duties and/or acts as a leadworker over subordinate Court Attendant staff.	Sr. Courtroom Assistant, Senior Court Security Liaison	This is the advanced journey/leadworker level of the Court Attendant series. This class may perform scheduling/coordination duties or lead other court attendants or may perform higher level security-related duties within a courtroom for courts that have designated within and outside courtroom assignments.
205c	Supervising Court Attendant	Under general direction this supervisory level position plans, organizes and supervises the work of court attendants.	Court Security Liaison Supervisor	This is the supervisory level of the Court Attendant Series. This class has full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc., for a staff of court attendants, with the majority of time spent on supervisory work. This class is distinguished from the lower level Sr. Court Attendant class in that the latter may lead, train and assign the work of court attendants, but does not have full supervisory responsibility.

Nbr	Classification Title	Job Definition	Representative Titles	Distinguishing Characteristics
206a	Court Reporter	Under general supervision, this specialized clerical level position records and transcribes verbatim stenographic accounts of official court proceedings.	Court Reporter, Pro Tempore; Court Services Assistant.	This is the entry and journey level of the Court Reporter series. This class is distinguished from the higher level Coordinating Court Reporter class in that the latter is responsible for leading and coordinating work of court reporters. It is distinguished from the Electronic Reporting Monitor class in that the latter uses audio-video equipment rather than stenographic equipment, and does not perform transcription.
206b	Coordinating Court Reporter	Under general supervision, this specialized clerical level position assists in the supervision and coordination of activities of court reporters and/or records and transcribes verbatim stenographic accounts of official court proceedings.	Chief Court Reporter, Senior Court Reporter, Court Services Assistant.	This is the advanced journey/leadworker level of the Court Reporter series. This class is distinguished from the lower level Court Reporter class in that it is responsible for leading, training and assigning the work of court reporters and/or performs the more difficult and complex court reporting work. This class is distinguished from the higher level Supervising Court Reporter class in that the latter has full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc., for a staff of court reporters.
206c	Supervising Court Reporter	Under general direction this supervisory level position provides full supervision for court reporting services; may record and transcribe verbatim stenographic accounts of official court proceedings.	Chief Reporter	This is the supervisory level of the Court Reporter Series. This class has full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc., for a staff of court reporters, with the majority of time spent on supervisory work. This class is distinguished from the lower level Coordinating Court Reporter class in that the latter may lead, train and assign the work of court reporters, but does not have full supervisory responsibility.
2067a	Electronic Reporting Monitor	Under general supervision, this specialized clerical level position operates and monitors electronic recording equipment in a courtroom to produce the official record of court proceedings.	Court Recording Monitor, Court Monitor, Court Services Technician.	This is the entry and journey level of the Electronic Reporting Monitor series. This class is distinguished from the higher level Electronic Reporting Monitor Supervisor class in that the latter has full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc., for a staff of electronic reporting monitors, with the majority of time spent on supervisory work. It is distinguished from the Court Reporter class in that the latter records verbatim testimony and court proceedings using stenographic equipment, while this class operates tape recording equipment to produce the official verbatim record of court proceedings.
207b	Senior Electronic Reporting Monitor	Under general supervision, this specialized clerical level position is responsible for coordinating, leading, training, assigning, and reviewing work of a group of Electronic Reporting Monitors	Senior Electronic Recording Monitor.	This is the advanced journey/leadworker level of Electronic Reporting Monitor series. This class is distinguished from the lower level Electronic Reporting Monitor class in that the latter performs the journey level electronic monitoring work and this class is responsible for coordinating, leading, training and assigning the work of ER Monitors and/or performing the more difficult and complex ER Monitor work.

Comment [CU1]: Only two courts use ER Monitors and only one has a higher level and that level is the Senior. No courts use a supervising ER Monitor.

Nbr	Classification Title	Job Definition	Representative Titles	Distinguishing Characteristics
208a	Legal Transcriber	Under general supervision, this specialized clerical level position transcribes a variety of legal documents, correspondence, and reports from dictating machines, copy, or instructions.	Transcriber Typist.	This is the entry and journey level of the Legal Transcriber series. This class is distinguished from the higher level Senior Legal Transcriber class in that the latter performs the more difficult legal transcribing work and/or leads, trains, and assigns the work of legal transcribers. This class is distinguished from general clerical classes by the primary and major duty of sustained production typing of legal documents.
208b	Senior Legal Transcriber	Under general supervision, this specialized clerical level position is responsible for leading, assigning, and reviewing work of a group of legal transcribers and/or transcribes a variety of legal documents, correspondence, and reports from dictating machines, copy, or instructions.	N/A	This is the advanced journey/leadworker level of the Legal Transcriber series. This class is distinguished from the lower level Legal Transcriber class in that the latter performs the journey level transcription work, while this class performs the more difficult legal transcription work and/or leads, trains, and assigns the work of a group of legal transcribers.
209a	Exhibit Custodian	Under general supervision, this specialized clerical level position is responsible for the acceptance, preservation, safeguarding, storage, and legal disposition of physical materials entered into court evidence.	Legal Exhibits Technician, Legal Property Technician.	This is the entry and journey level of the Exhibit Custodian series. This class is distinguished from the higher level Supervising Exhibit Custodian class in that the latter has full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc., for a staff of exhibit custodians. This class is distinguished from the Support Services Assistant class in that the latter is involved with stockroom/warehouse storage of materials for use by court employees, rather than the storage and preservation of material entered into evidence which is the work of this class.
209b	Senior Exhibit Custodian	Under direction, this senior/supervisory level position plans, organizes, and /or coordinates the day-to-day activities of a court exhibits function, including the receipt, storage, inventory, release, and disposition of civil, criminal, and juvenile court exhibits used as evidence.	Sr. Exhibits Custodian, Supervising Exhibits Custodian, Sr. Legal Property Technician.	This is the senior or supervisory level of the Exhibit Custodian series. Incumbents are responsible for coordinating or supervising the exhibits function. This class is distinguished from the lower level Exhibit Custodian class in that the latter takes direction from the Sr. Exhibit Custodian. This class is distinguished from the Court Records Supervisor class in that the latter is responsible for managing a broader court records system, while this class is responsible for those items that are introduced as exhibits or evidence in court.

Comment [CU2]:

Comment [CPSUSER3]: Only one court used the Supervising classification; If supervisor is needed, the Legal Process Supervisor can be used

Nbr	Classification Title	Job Definition	Representative Titles	Distinguishing Characteristics
210a	Attorney	Under direction, this professional level position performs legal research activities on behalf of the court by examining, analyzing, and interpreting available information and submitting recommendations for resolving issues before the court.	Civil Case Management Attorney, Staff Attorney, Legal Research Attorney, Program Attorney, Deputy County Counsel, Probate Attorney, Judicial Attorney.	This is the entry and journey level of the Attorney series. Incumbents may be assigned to support general research or specialties such as family law, self help centers, or probate. This class is distinguished from the higher level Senior Attorney class in that the latter performs the more difficult and complex legal duties and/or may serve as a leadworker, leading and coordinating the duties of attorneys and other legal staff.
210b	Senior Attorney	Under direction, this professional level position performs the most complex legal work of the court; acts as legal advisor and provides technical research assistance to the court judges, executive, and managerial staff; may plan, assign, and review the work of other attorneys.	Lead Court Research Attorney, Judicial Staff Counsel, Research Attorney, Senior Legal Research Attorney, Senior Probate Attorney.	This is the advanced journey/leadworker level of the Attorney series. Incumbents may be assigned to support general research or specialties such as family law, self help centers, or probate. Incumbents may serve as a leadworker, leading and coordinating the work of attorneys and other legal staff. This class is distinguished from the lower level Attorney class in that it performs more complex legal research work demanding a higher degree of resourcefulness and knowledge. This class is distinguished from the higher level Supervising Attorney class in that the latter has full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc., for a staff of attorneys, senior attorneys, and other legal staff.
210c	Supervising Attorney	Under general direction, this professional supervisory level position assigns, supervises and evaluates the work of a staff of attorneys providing legal support to the court; advises the court on legal aspects of administrative and operational issues; performs difficult and complex legal work.	Supervising Research Attorney, Assistant Supervising Probate Attorney.	This is the supervisory level of the Attorney series. Incumbents may be assigned to support general research or specialties such as probate. Incumbents spend a substantial portion of their time supervising the work of other attorneys as well as performing research for the most difficult cases. This class is distinguished from the lower level Senior Attorney class in that it has overall supervisory responsibility, including hiring, firing, discipline, performance assessments, etc. for a functional unit comprised of attorneys, senior attorneys, and other legal staff. The Senior Attorney class may lead, train, and assign the work of attorneys, but does not have full supervisory responsibility.
211a	Paralegal	Under general supervision, this technical level position assists attorneys in the preparation of legal documents, research, analysis, and hearing agendas; prepares standard documents; interviews clients; assists in case preparation and other duties required by the legal staff.	Legal Assistant, Paralegal Technician.	This is an entry and journey level technical classification that provides a varied range of technical legal assistance to one or more attorneys engaged in administrative, family, probate, civil, or criminal law. Work performed is under the general direction and technical review of an attorney. This class is distinguished from the Legal/Judicial Secretary class in that the former is assigned more technical and complex tasks and requires a higher level of training. This class is distinguished from the Law Clerk class in that the latter requires more comprehensive legal training and experience in preparation for an entry-level attorney position.

Nbr	Classification Title	Job Definition	Representative Titles	Distinguishing Characteristics
211b	Sr. Paralegal	Under general supervision, this specialized technical level position is responsible for leading, assigning, and reviewing work of a group of paralegals.		This is the advanced journey/leadworker level of the Paralegal series. This class is distinguished from the lower level Paralegal class in that this class performs the more difficult paralegal work and/or leads, trains, and assigns the work of a group of paralegals.
212	Family Law Facilitator	Under direction, this professional level position provides services mandated by Family Code 10000-10012 which includes the development, planning, implementation, and administration of a family law program providing legal services to litigants not represented by counsel. This position facilitates and expedites family law proceedings related to child support, spousal support, and health insurance matters.	N/A	Incumbents are responsible for the administration and operation of the court's family law facilitator program and self help center. Incumbents may have responsibilities for the direct supervision of paraprofessional staff, clerical support, and volunteers. Incumbents in this class specialize in family law as compared to the generalist legal duties assigned to the Attorney series.
213	Commissioner	Under general direction of the judge(s) of the court, this professional level position performs various judicial functions as prescribed by law or conferred by the court. The power and authority of court commissioners is specified by statute. Commissioners have the same jurisdiction and exercise the same powers and duties as the judges of the courts with respect to infractions and small claims actions, and in other matters pursuant to stipulation of the parties.	Traffic Trial Commissioner, Child Support Commissioner, Family Law Commissioner, Deputy Commissioner – Probate, Family Law Commissioner, Support Commissioner, Parole Commissioner.	This professional level class performs judicial functions for the courts, assisting the courts in disposing of business connected with the administration of justice, including acting as a temporary judge in certain types of cases. It is distinguished from the position of judge in that it is appointed by and serves at the pleasure of the judges and acts only as a temporary judge, presiding over cases as directed, at the stipulation of the parties. It is distinguished from the Referee/Hearing Officer class in that the latter acts as a referee or hearing officer only, and does not have the same authority as a judge.

Nbr	Classification Title	Job Definition	Representative Titles	Distinguishing Characteristics
214	Referee	Under general direction of the judge(s) of the court, this professional level position performs various quasi-judicial functions as conferred by the court, making dispositions on cases, subject to review by the presiding judge.	Referee, Juvenile Court Referee,	This professional level class performs quasi-judicial functions for the courts in cases such as traffic and juvenile court, with counsel and direction being received from the presiding judge. This class is distinguished from the Commissioner class in that the latter has the same jurisdiction and the same powers and duties as a judge of the court in assigned cases.
215	Hearing Officer	Under general direction of the judge(s) of the court, this professional level position performs various quasi-judicial and administrative functions as conferred by the court, making dispositions on cases, subject to review by the presiding judge.	Juvenile Court Pro Tempore, Juvenile Hearing Officer, Traffic Hearing Officer.	This professional level class performs quasi-judicial functions for the courts in cases such as traffic and juvenile court, with counsel and direction being received from the presiding judge. This class is distinguished from the Commissioner and Referee classes in that hearing officer mostly perform various quasi-judicial and administrative functions.
216a	Investigator	Under direction, this professional level position conducts investigations regarding persons and issues related to pending matters before the court, prepare reports, and makes recommendations to the court.	Conservatorship Investigator, Family Court Investigator, Family Law Investigator, Family Mediation Investigator, Financial Evaluator, Probate Investigator, Probation Court Investigator.	This is the entry and journey level of the Investigator series. This classification encompasses a variety of investigator roles, including investigations in the family law and probate areas. This class is distinguished from the higher level Senior Investigator class in that the latter provides work direction, leading and guidance to other investigators. This class is distinguished from the Mediator/Counselor class in that the latter may conduct investigations; however, the investigation activities are performed to assist in mediating disputes or providing counseling which are the mediator/counselor's primary duties.
216b	Senior Investigator	Under direction, this professional level position provides lead direction and training for investigators and/or acts as liaison to coordinate investigations into persons and issues related to pending matters before the court, and prepare reports and makes recommendations to the court.	Conservatorship Investigator, Family Court Investigator, Family Law Investigator, Family Mediation Investigator, Financial Evaluator, Probate Investigator, Probation Court Investigator.	This classification is the advanced journey/leadworker level in the Investigator series. It is distinguished from the lower level Investigator class in that it has responsibility for assigning work and providing guidance and direction to other investigators and/or may perform the most complex investigative work. This class is distinguished from the higher level Supervising Investigator class in that the latter has full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc., for a staff of investigators and senior investigators.

Comment [CU4]: Changed numbering to 216 because it is not consistent with a/b numbering system. Hearing Officer is a different class -- not a level of Referee

Nbr	Classification Title	Job Definition	Representative Titles	Distinguishing Characteristics
216c	Supervising Investigator	Under general direction , this professional supervisory level position plans, coordinates, and supervises the work of investigators engaged in conducting investigations into persons and issues related to pending matters before the court; conducts special investigations on complex issues; prepares reports and assists the court in revising court policies and procedures.	Court Investigations Supervisor.	This classification is the supervisory level in the Investigator series. It is distinguished from the lower level Senior Investigator class in that it has full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc., for a group of investigators, senior investigators and support staff, with the majority of time spent on supervisory work.
217a	Mediator/Counselor	Under general supervision, this professional level position supports the court process by mediating disputes and performing marital and family counseling.	Family Mediator, Family Court Mediator, Family Court Counselor/Mediator, Family Custody Mediator, Probation Family Mediator, Mediation Counselor, Family Mediation Counselor, Marriage and Family Counselor, Alcohol and Drug Counselor, Conciliation Counselor, Family Court Services Counselor, Mediator/Conciliator.	This is the entry and journey level of the Mediator/Counselor series. The classification encompasses both mediator and counselor roles, primarily in the family law and probate areas. Incumbents may need to conduct investigations to be able to mediate disputes. It is distinguished from the higher level Senior Mediator/Counselor class in that the latter may provide leading, training, work assignment, and direction to the Mediator/Counselor class and/or mediate the most complex cases.
217b	Senior Mediator/Counselor	Under direction, this professional level position provides lead direction and training for mediators and/or counselors and/or supports the court process by mediating disputes and performing marital and family counseling.	Senior Family Mediator, Senior Family Custody Mediator, Senior Counselor.	This is the advanced journey/leadworker level of the Mediator/Counselor series. This class is distinguished from the lower level Mediator/Counselor class in that it is responsible for leading, training, and providing work assignment and direction to mediator/counselors and/or performing the most complex mediations or counseling sessions. This class is distinguished from the higher level Supervising Mediator/Counselor class in that the latter has full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc., for a staff of mediator/counselors, with the majority of time spent on supervisory work.

Nbr	Classification Title	Job Definition	Representative Titles	Distinguishing Characteristics
217c	Supervising Mediator/Counselor	Under general direction, this professional supervisory level position plans, coordinates, and supervises the work of a group of professional level mediators and/or counselors engaged in mediating disputes and performing marital and family counseling.	Supervising Family Court Counselor, Mediation Counselor Supervisor, Supervising Family Court Counselor/ Mediator, Supervising Probation Family Mediator, Principal Counselor.	This is the supervisory level of the Mediator/Counselor series, which encompasses both mediator and counselor roles, primarily in the family law and probate areas. This class is distinguished from the higher level Senior Mediator/Counselor class in that it has full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc., for a group of lower level mediator/counselors, with the majority of time spent on supervisory work.
218a	Interpreter (This class of Interpreter positions existed prior to the enactment of the Trial Court Interpreter Employment and Labor-Relations Act (SB 371). Positions established pursuant to SB 371 must be designated as 222d or 222e, as appropriate.)	Under general supervision, this position performs oral and written language interpretation between English and another language in court proceedings and depositions.	Court Interpreter, Certified Interpreter, Interpretive Services Specialist, Staff Interpreter.	<p>This is the entry and journey level class of the Interpreter series. Incumbents perform consecutive and simultaneous interpretation of courtroom proceedings and other interpreting services as needed, at the direction of the court. The employee may also perform sight translation (reading and giving an oral translation of text).</p> <p>This class is distinguished from the 222d Court Interpreter Pro Tempore and the 222e SB 371 Staff Interpreter classifications as being those positions, regardless of being vacant or filled, that existed prior to July 1, 2003, the effective date of SB 371. Aside from the date the positions were established by the court, the 222d positions are not required to be provided non-mandatory benefits whereas 222a generally also received non-mandatory benefits similar to other court employees. The 222e positions are those positions eligible for full benefits, consistent with the corresponding time base, and established in July 2005 or later, pursuant to SB 371.</p>
218b	Court Interpreter Pro-Tempore (Established pursuant to SB 371)	Under direction this position performs oral and written language interpretation between English and another language in court proceedings, depositions and as instructed by the court.	Court Interpreter Pro-Tempore	<p>This is a single level classification established pursuant to SB 371 and as such has employment privileges and limitations consistent with that law. Positions in this class are on call and as needed, and not required to receive more than the mandatory benefits of OASDI, Medicare, unemployment insurance, and workers' compensation insurance.</p> <p>Incumbents in this classification perform consecutive and simultaneous interpretation of courtroom proceedings and other interpreting services as directed by the court. The incumbent may also perform sight translation (reading and giving an oral translation of text).</p>

Nbr	Classification Title	Job Definition	Representative Titles	Distinguishing Characteristics
218c	SB 371 Interpreter (SB 371 Established Positions Only.)	Under general supervision, this position performs oral and written language interpretation between English and another language in court proceedings and depositions.	SB 371 Interpreter, Court Interpreter, Certified Interpreter, Court Interpreter, Interpretive Services Specialist, Staff Interpreter.	<p>This is the entry and journey level of the SB 371 interpreter series. Incumbents in this classification perform consecutive and simultaneous interpretation of courtroom proceedings and other related interpreting services as needed. The employee may also perform sight translation (reading and giving an oral translation of text).</p> <p>This classification is distinguished from the 222a Staff Interpreter classification as being those positions established in 2005 or later, pursuant to SB 371. The 222a Staff Interpreter positions, regardless of being vacant or filled, are those positions that existed prior to the enactment of SB 371 in 2003.</p> <p>This classification is distinguished from the Interpreter Pro Tempore in that it affords full or part-time employee status; employees within this classification may be eligible for health, pension, paid leave and other benefits, consistent with applicable eligibility criteria.</p>
218d	Interpreter Coordinator	Under direction, this technical level position coordinates and schedules interpreting services in the courtroom and provides related technical support as required.	Court Interpreter Coordinator, Court Interpreting Services Coordinator, Court Services Coordinator, Interpretive Services Coordinator.	This classification is generally limited to providing technical support and coordination and does not provide supervision. This classification may also perform language interpretation as a secondary function.
218e	Interpreter Supervisor/Manager	Under general direction, this supervisory level position supervises and directs Staff Interpreters, Interpreters Pro Tempore, and, SB 371 Interpreters. It also negotiates unusual rates for contract interpreters and interpreter services.		This is the supervisory level of the Interpreter series. It is distinguished from the lower level Interpreter classes by its responsibility for supervising staff interpreters (either 222a, 222c or 222d) and interpreter coordinators (222b), directing contract interpreters, negotiating contracts for interpreter services, and approving contractor non-standard per diems. This level may also provide language interpretation services or be strictly assigned to interpreter and interpreter coordinator supervision. In addition to supervision, this position may, as needed, schedule and coordinate interpretive services.

Comment [CU5]: Changed order of document to make Supervisor level the c level

Nbr	Classification Title	Job Definition	Representative Titles	Distinguishing Characteristics
219a	Examiner	Under general supervision, this technical level position provides procedural and paralegal review of family law and/or probate matters to ensure that all case files are complete, accurate, and in compliance with statutes and local rules.	Probate Examiner, Law and Motion Examiner, Court Process Analyst, Probate Checker, Family Law Examiner, Mediation Case Developer, Probate Clerk, Superior Court Examiner.	This is the entry and journey level class of the Examiner Series, and performs the full range of family law or probate case evaluation. This class is distinguished from the higher level Senior Examiner class in that the latter examines the more difficult and complex cases, and/or provides leading, training and assignment and guidance for a unit of examiners.
219b	Senior Examiner	Under direction, this technical level position serves as leadworker and coordinates work of a group of examiners; and/or provides procedural and paralegal review of family law/probate matters to ensure that all case files are complete, accurate, and in compliance with statutes and local rules.	Probate Examiner.	This is the advanced journey/leadworker level of the Examiner series. Incumbents may assist with planning, organizing, coordinating and directing the activities of the family law and/or probate services unit. This class is distinguished from that of the lower level Examiner class in that it handles the more difficult and complex cases and/or assigns work and provides leading and guidance for a group of examiners. This class is distinguished from the higher level Supervising Examiner class in that the latter has full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc., for a group of examiners and senior examiners.
219c	Supervising Examiner	Under general direction , this supervisory level position assists with planning, organizing, coordinating, and directing the probate and/or family law services unit; provides full supervision for family law and probate examiners and senior examiners; may perform the duties of an examiner.	Supervising Probate Examiner; Assistant Director, Probate.	This is the supervisory level of the Examiner series. This class is distinguished from the lower level Senior Examiner class in that the latter handles the more difficult and complex cases and/or assigns work and provides leading and guidance for a group of examiners, but does not have full supervisory responsibility as does the this class.
220a	Detention Release Officer	Under general supervision, this technical level position interviews subjects detained without warrant, gathers and evaluates background information, reports, and affidavits, and makes recommendations to the court as to bail, release on own recognizance, conditional release, or non-release of detainees.	Court Services Officer, Pretrial Release Interviewer, Judicial Hearing Officer, Own Recognizance Officer.	This is the entry and journey level of the Detention Release Officer series. This class is distinguished from the higher level Senior Detention Release Officer class in that the latter coordinates detention release program activities and has responsibility for leading, training, and assigning work of detention release officers and/or performs the most complex detention release work. It is distinguished from the Mental Health/Behavioral Evaluator class in that the latter provides mental health evaluations for the purpose of determining detention or release.

Nbr	Classification Title	Job Definition	Representative Titles	Distinguishing Characteristics
220b	Senior Detention Release Officer	Under direction, this technical level position provides lead direction and training for detention release officers and/or interviews subjects detained without warrant, gathers and evaluates background information, reports and affidavits, and makes recommendations to the court as to bail, release on own recognizance, conditional release, or non-release of detainees.	Sr. Pretrial Release Officer	This is the advanced journey/leadworker class of the Detention Release Officer series. This class is distinguished from the lower level Detention Release Officer class in that it has responsibility for leading, training, and assigning work of detention release officers and/or performs detention release work in the most complex cases. This class is distinguished from higher level the Supervising Detention Release Officer class in that the latter has full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc., for detention release officers, with the majority of time spent on supervisory work.
221	Mental Health/Behavioral Counselor	Under direction, this professional level position provides a full range of group and individual counseling services to assist individuals and/or families to enhance capacity for social functioning, assists in developing social service resources, evaluates substance abuse offenders, and makes referrals to appropriate programs. Incumbents may be responsible for supervision of subordinate staff.	Substance Abuse Assessor, Mental Health Counselor, Family Court Counselor, Drug Court Case Manager, Mental Health Coordinator.	lead This is a professional level classification that provides mental health/behavioral counseling and referrals. It is distinguished from the Mental Health/Behavioral Evaluator class in that the latter performs mental health certification reviews and makes recommendations regarding detention or release.
222	Jury Commissioner	Under general direction, this supervisory level position plans, coordinates, and supervises jury services for the courts assigned; implements, operates, and supervises computerized jury management systems; and coordinates support services for the grand jury.	Chief Deputy Jury Commissioner, Court Jury Services Supervisor, Jury Program Coordinator, Jury Services Supervisor, Jury Services Manager.	This single-incumbent supervisory classification has overall jury selection responsibilities for the court(s) and is responsible to ensure adequate and timely processing of jury panels. It is distinguished from the Supervising Calendar Clerk class that is responsible for coordinating with the Jury Commissioner class and scheduling the court's calendar.

Comment [CU6]: No courts reporting supervising level 224 c

Comment [CU7]: No courts reporting 226 Mental Health Evaluator

Nbr	Classification Title	Job Definition	Representative Titles	Distinguishing Characteristics
223	Court Law Librarian	Under general direction, this professional level position plans, coordinates implements and maintains law library services for the court.	Librarian, Law Library Director.	This single incumbent class plans and supervises the law library services. The incumbent is the subject matter expert in planning and implementing law library services, and in supervising personnel assigned to assist with the library services. Courts with fewer library services may use a clerical or support staff position to assist with library services.
224a	Microfilm Technician	Under general supervision, this technical level position operates microfilm cameras and other reproduction equipment for the duplication, filming, storage, and retrieval of records; processes and duplicates film; checks quality of film and does splicing; maintains microfilm files and records.	Microfilm Operator, Photocopy Clerk, Micro photographer, Micrographics Technician.	This is the entry and journey level of the Microfilm Technician series. This class is distinguished from the higher level Senior Microfilm Technician class in that the latter performs the more complex microfilming work and/or acts in a lead capacity by leading, training, and assigning the work of microfilm technicians.
224b	Sr. Microfilm Technician	Under general supervision, this technical level position performs the more difficult reproduction work and/or acts in a lead worker capacity over staff engaged in microfilm production, storage, and retrieval.	Senior Micrographics Technician.	This is the advanced journey/lead worker level of the Microfilm Technician series. This class is distinguished from the lower level Microfilm Technician class in that this class performs the more difficult reproduction work and/or has responsibility for leading, training, and assigning the work of microfilm technicians.
224c	Court Records Supervisor	Under general direction, this supervisory level position plans, directs, and organizes the central records function of the court, including microfilming, storage, retrieval, and destruction of records as appropriate.	Court Records Manager; Supervisor, Records Section, Records Services Supervisor.	This supervisory level position provides full supervision to a records management staff. This class is responsible for managing the countywide court records system including the documents that are used for microfilm production. This class is distinguished from the Supervising Exhibit Custodian class in that the latter is responsible for those items that are introduced as exhibits or evidence in court.

Nbr	Classification Title	Job Definition	Representative Titles	Distinguishing Characteristics
301a	Accountant-Auditor	Under direction , this professional level position performs accounting and/or auditing work related to the preparation, maintenance, verification, and reconciliation of accounting and financial records; audits financial transactions; participate in the analysis, development and implementation of accounting and financial procedures and systems	Accountant, Court Accountant Accountant-Auditor, Accounting Specialist, Fiscal Services Analyst, Court Fiscal Analyst,	This is the entry and journey level of the Accountant-Auditor series. Incumbents perform professional level accounting and/or auditing functions and may at times provide direction to technical and clerical staff. This class is distinguished from the higher level Senior Accountant-Auditor class in that the latter may lead, train and assign work of accounting and/or auditing staff and/or perform more difficult and complex duties.
301b	Senior Accountant-Auditor	Under direction, this professional level position performs a variety of complex and difficult accounting and/or auditing work related to the preparation, maintenance, verification, and reconciliation of accounting and financial records; audits financial transactions; participate in the analysis, development and implementation of accounting and financial procedures and systems and/or may act as a leadworker over accountants and other accounting employees.	Intermediate Accountant, Principal Accountant, Senior Accountant, Senior Accountant-Auditor, Court Senior Accountant,	This is the advanced journey/leadworker level of the Accountant-Auditor series. Incumbents have responsibility for leading, training, and assigning work of technical and clerical staff and/or perform professional level accounting and/or auditing functions. This class is distinguished from the lower level Accountant-Auditor class in that the latter performs journey level accounting and/or auditing work and does not have lead responsibility. It is distinguished from the higher level Supervising Accountant-Auditor class in that the latter has full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc., for a group of professional and technical accounting workers, with the majority of time spent on supervisory work.
301c	Supervising Accountant-Auditor	Under general direction, this professional supervisory level position plans, organizes, and supervises budget, accounting-auditing, and financial activities.	Accounting Supervisor, Fiscal Services Supervisor, Supervising Principal Accountant, Supervising Court Accountant, Court Services Coordinator,	This is the supervisory level of the Accountant-Auditor series. Incumbents have full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc. for lower level accounting or auditing staff with the majority of time spent on supervisory work, and may also perform difficult accounting tasks. This class is distinguished from the lower level Senior Accountant-Auditor class in that the latter may lead, train, and assign work of accountants or other accounting employees, but do not have full supervisory responsibility.

Nbr	Classification Title	Job Definition	Representative Titles	Distinguishing Characteristics
302a	Accounting Technician	Under general supervision, this technical level position reviews and records accounting and financial data within established systems and procedures.	Accounting Specialist, Fiscal Technician, Fiscal Specialist, Accounting Technician, Court Financial Technician, Court Accounting Technician	This is the entry and journey level of the Accounting Technician series. Incumbents perform technical level accounting functions and may at times provide direction to clerical staff. This class is distinguished from the Account Clerk series in that account clerks perform less difficult financial recordkeeping duties. This class is distinguished from the higher level Senior Accounting Technician class in that the latter is at the advanced journey/leadworker level and has responsibility for leading, training, and assigning work of accounting technicians and/or performs more difficult and complex duties.
302b	Senior Accounting Technician	Under general supervision, this technical level position performs difficult, complex, and specialized accounting and statistical recordkeeping work and/or acts as leadworker to other Accounting Technicians.	. Senior Accounting Specialist,, Senior Fiscal Technician, Senior Fiscal Specialist., Court Accounting Specialist, Accounting Technician III, Lead Financial Technician	This is the advanced journey/leadworker level of the Accounting Technician series. Incumbents may have responsibility for leading, training and assigning the work of lower level accounting personnel and/or perform complex or specialized technical level accounting functions. This class is distinguished from the lower level Accounting Technician class in that it leads other accounting workers and/or performs more difficult accounting duties. This class is distinguished from the higher level Supervising Accounting Technician class in that the latter has full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc., with the majority of time spent on supervisory work.
302c	Supervising Accounting Technician	Under general direction, this technical supervisory level position supervises accounting personnel and may perform difficult and complex accounting work.	Accounting Technician Supervisor, Fiscal Services Supervisor, Supervising Fiscal Specialist/Technician	This is the supervisory level of the Accounting Technician series. Incumbents in this class have full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc., for subordinate staff including accounting technicians, with the majority of time spent on supervisory work. This class is distinguished from the lower level Senior Accounting Technician class in that the latter may lead, train and assign work of accounting technicians but does not have full supervisory responsibility.
303a	Account Clerk	Under general supervision, this specialized clerical level position performs routine to moderately complex clerical and administrative accounting duties needed to maintain and process financial, accounts payable/receivable and statistical records.	, Accounting Assistant, Fiscal Clerk, Fiscal Office Assistant, Court Account Clerk, Fiscal Assistant,	This is the entry and journey level of the Account Clerk series. This class is distinguished from the higher level Senior Account Clerk class in that the latter is an advanced journey/leadworker class with have responsibility for leading, training, and assigning work of account clerks and/or perform more difficult and complex work requiring specialized expertise. This class series is distinguished from the Accounting Technician series in that the latter perform more complex technical accounting duties.

Nbr	Classification Title	Job Definition	Representative Titles	Distinguishing Characteristics
303b	Senior Account Clerk	Under general supervision, this specialized clerical level position performs difficult clerical and administrative accounting duties needed to maintain and process financial, accounts payable/receivable and statistical records and/or acts as a leadworker to other account clerks.	Senior Account Clerk, Account/Collection Clerk, Fiscal Assistant III, Fiscal Clerk, Lead Fiscal Office Assistant, Senior Accounting Assistant, Court Account Clerk III	This is the advanced journey/leadworker level of the Account Clerk series. This class is distinguished from the lower level Account Clerk class in that this class has responsibility for leading, training and assigning work of account clerks and/or performs more difficult and complex work. This class is distinguished from the higher level Supervising Account Clerk class in that the latter has full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc., with the majority of time spent on supervisory work.
303c	Supervising Account Clerk	Under general supervision, this supervisory level position supervises a group of clerical accounting workers and performs clerical and administrative accounting duties needed to maintain and process financial and statistical records.	Accounting Office Supervisor, Accounting Supervisor, Fiscal Services Supervisor, Court Account Clerk Supervisor, Senior Accounting Office Supervisor	This is the supervisory level of the Account Clerk series. This class has full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc., for a group or section of clerical accounting workers, with the majority of time spent on supervisory work. This class is distinguished from the lower level Senior Account Clerk class in that the latter performs the more difficult and complex work and/or may lead, train and assign work of account clerks, but does not have full supervisory responsibility.
304a	Revenue Collection Specialist	Under general supervision, this technical level position collects and processes monies owed the courts.	Court Collection Agent, Collection Officer, Collector, Officer, Revenue Collection Specialist, Court Collection Agent.	This is the entry and journey level of the Revenue Collection Specialists series. This class is distinguished from the higher level Supervising Revenue Collection Specialist class in that the latter has full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc., for a staff of revenue collection workers and may perform more difficult revenue recovery work.
304b	Senior Revenue Collection Specialist	Under general supervision, this technical level position performs lead duties and/or difficult, complex, and specialized collection and processing of monies owed the courts.	Senior Collection Agent, Senior Collection Officer, Collector, Senior Financial Hearing Officer, Senior Revenue and Senior Recovery Technician, Court Revenue Coordinator, Court Collection Lead Specialist,	This is the advanced journey/leadworker level of the Revenue Collection Specialist series. This class is distinguished from the lower level Revenue Collection Specialist class in that this class may have responsibility for leading, training and performing more difficult and complex work. This class is distinguished from the higher level Supervising Revenue Collection Specialist class in that the latter has full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc., with the majority of time spent on supervisory work.

Nbr	Classification Title	Job Definition	Representative Titles	Distinguishing Characteristics
304c	Supervising Revenue Collection Specialist	Under general direction, this technical supervisory level position supervises the collection and processing of monies owed the courts and may perform more difficult revenue recovery work.	Collection Officer, Revenue and Recovery Supervisor, Court Collections Supervisor, Collections Supervisor	This is the supervisory level of the Revenue Collection Specialist series. This class has full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc., for a staff of revenue collection specialists, with the majority of time spent on supervisory work. This class is distinguished from the lower level Senior Revenue Collection Specialist class by its supervisory responsibilities.
305a	Financial Analyst	Under direction, this position performs financial analysis work; assists with fiscal and strategic analysis; performs analysis, design and implementation official procedures, processes and systems and performs financial and accounting audits.	Financial Analyst, Fiscal Analyst.	This is the entry and journey level of the Financial Analyst. This class is distinguished from the higher level Senior Financial Analyst class in that the latter may lead, train and assign work of financial analysis staff and/or perform more difficult and complex duties.
305b	Senior Financial Analyst	Under direction, this professional level position performs a variety of complex financial analysis work; performs fiscal and strategic analysis; analysis, design and implementation official procedures, processes and systems.	Senior Financial Analyst, Senior Fiscal Analyst	This is the advanced journey/ lead worker level of the Financial Analyst series. This class is distinguished from the lower level Financial Analyst class in that this class may have responsibility for leading, training and performing more difficult and complex work. This class is distinguished from the higher level Supervising Financial Analyst class in that the latter has full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc., with the majority of time spent on supervisory work.
305c	Supervising Financial Analyst	Under general direction, this professional supervisory level position plans, organizes, and supervises financial analysis activities.	Fiscal Services Supervisor,	This is the supervisory level of the Financial Analyst series. This class has full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc., for a staff of financial analysis, with the majority of time spent on supervisory work. This class is distinguished from the lower level Senior Financial Analyst class by its supervisory responsibilities.

Nbr	Classification Title	Job Definition	Representative Titles	Distinguishing Characteristics
401a	Information Systems Analyst	Under direction, this professional level position analyzes, evaluates, designs, develops, documents and maintains courts systems information needs in assigned functional technology areas such as network, database, applications programmer and web design and development.	t, Court Network System Analyst, Data Systems Analyst II, Information Systems Analyst, Information Systems Specialist, , Applications Developers, Information Systems Specialist, Court Systems Support Analyst, Programmer Analyst, Business Analyst, Systems Analyst, Systems Coordinator, s Technology Engineer, EDP Programmer Analyst , Network Administrator	This is the entry and journey level of the Information Systems Analyst series. Incumbents at this level perform the full range of assigned network, database, system design and integration, application, web and programming development, management and administrative duties. This class is distinguished from the higher level Senior Information Systems Analyst class in that the latter has responsibility for leading, training, and assigning work to subordinate Information Systems Analysts and other information technology workers, and/or performs the more complex information systems duties. This class is distinguished from the the lower level Information Systems Specialist classification in that the latter is primarily responsible provide routine support in assigned functional areas, such as network, database, application, web and programming development, management and administrative duties.
401b	Senior Information Systems Analyst	Under direction , this professional level position performs the most complex duties, analyzing court information needs and provides information systems support in assigned functional technology areas such as network, database, applications and programmer and/or acts as a leadworker to other Information Systems Analysts	Analyst, Senior Programmer Analyst, Senior Systems Analyst, , Senior Technology Analyst, Senior Business Systems Analyst, Senior Network Administrator, Senior Information Systems Specialist, Data Systems Coordinator	This is the advanced journey/leadworker level of the Information Systems Analyst series. Incumbents at this level perform complex information system projects and/or may serve as a lead over professional and technical staff. This class is distinguished from the lower level Information Systems Analyst class in that this class has responsibility for leading, training, and assigning work to subordinate Information Systems Analysts and/or performs more complex duties. This class is distinguished from the higher level Supervising Information Systems Analyst class in that the latter has full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc. for a group or section of Information Systems Analysts, with the majority of time spent on supervisory work.

Nbr	Classification Title	Job Definition	Representative Titles	Distinguishing Characteristics
401c	Supervising Information Systems Analyst	Under general direction, this technical supervisory level position plans, assigns, and supervises the work of subordinates in assigned functional technology areas such as network, database, applications and programmer.	Computer Systems Manager, Information Systems Administrator, , Principle Systems Analyst, Supervising Court Systems Analyst, Computer Operations Supervisor, Court Principal IT Analyst, , Client Support Administrator	This is the supervisory level of the Information Systems Analyst series. This class has full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc. for a group or section of Information Systems Analysts, with the majority of time spent on supervisory work. This class is distinguished from the lower level Senior Information Systems Analyst class in that the latter may lead, train, and assign work to Information Systems Analysts but does not have full supervisory responsibility.
402	Information System Specialist	Under general supervision, this journey level position assist Information Systems Analysts to perform routine support in troubleshooting and resolving technical operational issues in assigned functional technology areas such as network, database, web maintenance and routine design, applications, and programmer.	Data Processing Specialist, Technical Systems Specialist, Information Systems Specialist, Application Specialist and System Support Specialist, Systems Support Specialist, Court Systems Software Specialist, Network Specialist	This entry and journey level classification responsible for providing specialized support at levels that are not professional in nature, but are more complex from the routine duties performed at the technician level. Incumbents at this level assist and provide routine support in assigned functional areas, such as network, database, application, web and programming development, management and administrative duties. This class is distinguished from the higher level Information Systems Analyst series in that Information Systems Analysts design, recommend, and build information systems. This class is distinguished from the lower level Information Systems Technician series in that the latter is primarily responsible for providing computer workstation support and serves as the first level responder to court staff.
403a	Information Systems Technician	Under general supervision, this technical level position is the first level responder to user inquiries for desktop computer issues and installs, configures, troubleshoots, maintains and repairs desktop systems and peripheral equipment.	Computer Services Technician, Computer Systems Technician,, Information Support Assistant, Information Systems Technician, Office Systems Technician, Systems Technician,.	This is the entry and journey level of the Information Systems Technician series which performs help desk related duties. This class is distinguished from the higher level Senior Information Systems Technician class in that the latter has responsibility for leading, training, and assigning work to subordinate Information Systems Technicians and/or performs more complex duties. This class series is distinguished from the Telecommunications Technician series in that latter primarily works on data communications network issues.

Nbr	Classification Title	Job Definition	Representative Titles	Distinguishing Characteristics
403b	Senior Information Systems Technician	Under general supervision, this technical level position acts as a leadworker to Information Systems Technicians and installs, configures, troubleshoots, maintains and repairs desktop systems and peripheral equipment.	Customer Support Analyst.	This is the advanced journey/leadworker level of the Information Systems Technician series which performs help desk related duties. This class is distinguished from the higher level Supervising Information Systems Technician class in that the latter has full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc., for a staff of Information Systems Technicians, with the majority of time spent on supervisory work. This class is distinguished from the lower level Information Systems Technician class in that this class has responsibility for leading, training, and assigning work of Information Systems Technicians and/or are assigned more difficult duties.
403c	Supervising Information Systems Technician	Under general direction, this technical supervisory level position plans, assigns, and supervises the work of subordinate Information Systems Technicians.	Computer Operations Supervisor, Computer Support Services Supervisor, Customer Support Analyst., User Technician Support Supervisor	This is the supervisory level of the Information Systems Technician series which performs help desk related duties... This class has full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc., for a group or section of technical computer workers, with the majority of time spent on supervisory work. This class is distinguished from the lower level Senior Information Systems Technician class in that the latter may lead, train, and assign work to Information Systems Technicians, but does not have full supervisory responsibility.
404	Communications Technician	Under general supervision, this technical level position installs and maintains various types of electronic data communications systems and equipment such as telephones, video conferencing, broadcasting and other audio visual communications	Telecommunications Technician, Telecommunications Specialist, Communications Specialist	This is an entry and journey level class. This class is distinguished from the Information Systems Technician class in that the latter class is primarily responsible for computer workstation support, whereas this class works primarily on communications network facilities.
				Information Systems Analyst Information Systems Analyst

Use 502- Administrative Analyst and/or 503- Administrative Technician for generalist analytical and/or technical support duties (i.e., performs human resource, budget and program duties. 502 can be used in administrative and operations areas.

Use 503-Human Resource Analyst and/or 505- Human Resources Technician for incumbents performing specialized duties in a least one human resources area or generalist duties in more than one human resources area (i.e., labor relations, employee relations, training and development, recruitment and selection, classification, compensation, equal employment opportunity, benefits and safety)

Nbr	Classification Title	Job Definition	Representative Titles	Distinguishing Characteristics
501c	Court Supervisor	Under general direction, this supervisory level position provides supervision to subordinate supervisors and/or groups of employees performing varied court operational and support functions.	Court Services Coordinator, Court Clerk Chief, Administrator – Courtroom Services, Drug Court Coordinator, Volunteer Program Coordinator, Deputy Administrative Clerk.	This is a generalist supervisory classification. This class is used when another more specific supervisory classification does not exist. This class would be used rather than the Court Clerk Supervisor class if the incumbent supervises more than just the Court Clerk, Legal Process Clerk, and Courtroom Clerk classes. Incumbents in this class would supervise employees engaged in other areas of court work such as account clerks, court reporters, and court interpreters. This classification is distinguished from management classifications in that incumbents in this class are primarily involved in the supervision of groups of employees and have a limited operating management role.
502a	Administrative Analyst	Under direction , this professional level position performs analytical support work in one or more functional or operational areas, such as human resources, budget, program evaluation, policy, procedures, workflow analysis, facilities, public information and systems of the court system.	Administrative Assistant, Administrative Services Officer, Budget Analyst, Business Manager, Management Analyst, Staff Analyst, Program Analyst, Court Administrative Analyst, Planning Analyst, Statistical Analyst	This is the entry and journey level of the Administrative Analyst series. This is a generalist class series. Incumbents perform professional level administrative and programmatic research and development analysis on which the court can make organization, budget, staffing, and program decisions. The class is distinguished from the higher level Senior Administrative Analyst class in that the latter is at the advanced journey level, has responsibility for leading, assigning, and reviewing work of administrative analysts and/or performs more difficult and complex duties. This class performs more varied administrative support services than other specialized administrative classes in the areas of human resources, budgets, and training.

Nbr	Classification Title	Job Definition	Representative Titles	Distinguishing Characteristics
502b	Senior Administrative Analyst	Under direction, this professional level position performs the most complex administrative analytical work in areas such as human resources, budget, program, policy, procedures, facilities, public information and systems; and has considerable responsibility for assisting management with the origination and development of policy and methods on which the court can make programmatic decisions; and/or acts as leadworker over administrative analysts.	Principal Administrative Analyst, Principal Administrative Assistant, Principal Program Analyst, Deputy Clerk-Administrative Assistant/Analyst, Staff Services Coordinator, Administrative Services Officer, Management Services Specialist, Staff Consultant, Statistical Analyst, Special Assistant, Senior Management Analyst, Senior Program Analyst,	This is the advanced journey level/leadworker class of the Administrative Analyst series. This class is distinguished from the lower level Administrative Analyst class in that it is responsible for leading, assigning, and reviewing work of a group of administrative analysts and/or performs a broader and more complex range of duties. This class is distinguished from the higher level Supervising Administrative Analyst class in that the latter has full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc. with the majority of time spent on supervisory work. This class performs more varied administrative support services than other specialized administrative classes in the areas of human resources, budgets, and training.
502c	Supervising Administrative Analyst	Under general direction, this supervisory level position is responsible for the full supervision of administrative staff and the coordination of a wide variety of analytical work in the overall administrative, budgetary, and programmatic activities of the court.	Chief Administrative Services, Deputy Clerk-Principal Administrative Analyst, Chief Management Studies, Administrative Services Officer.	This is the supervisory level of the Administrative Analyst series. This class has full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc. with the majority of time spent on supervisory work. This class is distinguished from the lower level Senior Administrative Analyst class in that the latter may lead, train, and assign work to administrative analysts, but does not have full supervisory responsibility. This class supervises more varied administrative staff support services than other specialized administrative classes in the areas of human resources, budgets, and training.
503	Administrative Technician	Under general supervision, this technical level position assists in analyzing and resolving administrative issues in the courts and performs research on a wide variety of special projects including but not limited to organization, program, such as human resources, policy and procedures, systems and budget.	Administrative Services Assistant, Staff Assistant, Departmental Assistant, Jury Office Specialist, Confidential Assistant.	This is an entry and journey level technical classification found in various programs of the court system. This is a generalist class. It is distinguished from the Administrative Analyst class in that the latter class routinely performs assignments requiring analytical skills with proportionately less supervision. This class has a larger degree of non-analytical responsibilities such as data gathering and compilation, interdivisional coordination, etc. than is typically found as part of administrative analyst work. This class is distinguished from the Human Resource Technician class in that the latter is responsible for technical work in the more specialized area of human resource administration and research.

Nbr	Classification Title	Job Definition	Representative Titles	Distinguishing Characteristics
504a	Human Resource Analyst	Under general supervision this professional level position performs analytical support work in areas such as recruitment and selection, classification, compensation, equal employment opportunity, labor relations, employee relations, safety, risk management, training and development and other human resource programs.	Court Personnel Analyst, Court Administrative Analyst, , Personnel Analyst, Human Resources Specialist, Court Human Resources Analyst, Staff Analyst, Administrative Services Officer.	This is the entry and journey level of the Human Resource Analyst series. Incumbents perform professional level analytical work in a variety of assignments related to human resource administration. The class is distinguished from the higher level Senior Human Resource Analyst class in that the latter is at the advanced journey level, requiring extensive knowledge to perform more difficult and complex duties and/or may have responsibility for leading, assigning and reviewing work of other analysts. This class is distinguished from the Administrative Analyst class in that the latter class performs generalist administrative work in the areas of facilities, systems, management analysis, budget, and other administrative related functions.
504b	Senior Human Resource Analyst	Under direction, this professional level position performs the most complex human resource analytical work in areas such as recruitment and selection, classification, compensation, equal employment opportunity, labor relations, employee relations, safety, risk management, training and development and other human resource programs and/or acts as leadworker over human resource analysts.	Senior Court Personnel Analyst, Employee Relations Representative, Senior Human Resources Analyst, Staff Development Specialist, Senior Personnel Analyst,	This is the advanced journey level/leadworker class of the Human Resource Analyst series. The class is distinguished from the lower level Human Resource Analyst class in that this class requires a higher level of skill and performs a broader and more complex range of duties. This class may act as leadworker, having responsibility for leading, assigning, and reviewing work of human resource analysts. This class is distinguished from the Senior Administrative Analyst class in that the latter performs generalist administrative work in the areas of facilities, systems, management analysis, budget, and other administrative related functions.

Nbr	Classification Title	Job Definition	Representative Titles	Distinguishing Characteristics
504c	Supervising Human Resources Analyst	Under general direction, this supervisory level position is responsible for the full supervision of human resources staff and the coordination of a wide variety of human resources functions in recruitment and selection, classification, compensation, equal employment opportunity, labor relations, employee relations, safety, risk management, training and development and other human resource programs; and has considerable responsibility for assisting management with the origination and development of policy and methods on which the court can make programmatic decisions;	Court Supervisor –Human Resources	This is the supervisory level of the Human Resources Analyst series. This class has full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc. with the majority of time spent on supervisory work. This class is distinguished from the lower level Senior Human Resources Analyst class in that the latter may lead, train, and assign work to human resources analysts, but does not have full supervisory responsibility. This class supervises human resources generalist and specialized staff.
505	Human Resource Technician	Under general supervision, this technical level position assists in analyzing and resolving human resource issues in the courts and performs technical support and research in areas such as, benefits, recruitment and selection, classification, compensation, equal employment opportunity, labor relations, employee relations, safety, training and development and other human resource subjects.	Personnel Technician, Senior/Principal Personnel Assistant, Court Personnel Technician , Human Resources Office Technician, Personnel Clerk, Senior Court Personnel Technician, Human Resources, Human Resources Specialist	This is an entry and journey level technical classification found in human resource programs of the court system. Positions have a larger degree of non-analytical responsibilities such as data gathering and compilation, interdivisional coordination, etc. than is typically found as part of human resource analyst work. This class is more specialized than the Administrative Technician class that performs research on a wide variety of special projects including, but not limited to, systems, facilities, budget, and other business related functions.

Nbr	Classification Title	Job Definition	Representative Titles	Distinguishing Characteristics
506a	Secretary	Under general supervision, this clerical level position provides confidential secretarial support to one or more judges and/or court administrators.	Administrative Secretary, Confidential Secretary, Court Secretary, Management Secretary.	This is the entry and journey level class in the Secretary series. This class is distinguished from the Senior/Executive Secretary class in that the latter provides confidential secretarial and administrative assistance to a high-level court administrator (e.g., executive officer, department head, or presiding judge), and/or may have responsibility for leading, assigning, and reviewing work of secretaries. This class is distinguished from the Legal/Judicial Secretary class in that the latter performs specialized legal secretarial work for judges and court administrators. This class is distinguished from the Office Assistant class in that the latter performs more general administrative-oriented clerical work, whereas this class provides confidential secretarial support to one or more judges and/or court administrators.
506b	Senior Secretary	Under general supervision, this clerical level position provides confidential secretarial and administrative assistance to a high-level court administrator (e.g., executive officer, department head or presiding judge) and/or assigns, directs, and reviews the work of secretaries.	Executive Assistant, Executive Secretary, Secretary to the Executive Officer, Senior Management Secretary.	This is the advanced journey/leadworker level class in the Secretary series. This class is distinguished from the lower level Secretary class in that the latter performs less complex secretarial work for lower level court administrators, while this class performs the more complex work and/or leads, trains, and assigns the work of others. This class is distinguished from the Supervising Secretary class in that the latter has full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc. for a group of general and/or legal secretaries, with the majority of time spent on supervisory work. This class is distinguished from the Senior Legal/Judicial Secretary class in that the latter may lead, train, and assign the work of legal secretaries rather than general secretaries.
507a	Legal/Judicial Secretary	Under general supervision, this clerical level position performs specialized and confidential legal secretarial work for judges and/or court administrators.	Confidential Assistant, Judicial Assistant, Judicial Secretary, Legal Secretary.	This is the entry and journey level class in the Secretary series. This class is distinguished from the higher level Senior Legal/Judicial Secretary class in that the latter provides complex specialized and confidential legal secretarial work and/or is responsible for leading, training, and assigning the work of legal and/or judicial secretaries. This class is distinguished from the Secretary class in that the latter provides general, confidential secretarial support to one or more judges and/or court administrators, whereas this class provides legal secretarial work by applying specific knowledge of legal procedures and formats.

Nbr	Classification Title	Job Definition	Representative Titles	Distinguishing Characteristics
507b	Senior Legal/Judicial Secretary	Under general supervision, this clerical level position performs advanced journey level, complex, and confidential legal secretarial work for judges and/or court administrators; and/or assigns, directs, and reviews the work of legal/judicial secretaries.	Administrative Judicial Secretary, Chief Judicial Secretary, Confidential Management Assistant, Senior Court Secretary, Senior Legal Secretary.	This is the advanced journey/leadworker level class in the Secretary series. This class is distinguished from the lower level Legal/Judicial Secretary class in that the latter performs less complex legal secretarial work, while this class performs the more complex duties and/or leads, trains and assigns the work of legal and/or judicial secretaries. This class is distinguished from the Supervising Legal/Judicial Secretary class in that the latter has full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc. for a group of legal/judicial secretaries and/or senior legal/judicial secretaries, with the majority of time spent on supervisory work. This class is distinguished from the Senior/Executive Secretary class in that the latter may lead, train, and assign work to general secretaries rather than legal secretaries.
508c ⁱⁱⁱ	Supervising Secretary	Under general direction, this supervisory level position supervises staff providing general and/or legal secretarial services.	Supervising Court Administrative Secretary, Supervising Judicial Secretary.	This is the supervisory level class in the Secretary series. This class has full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc. for a group of general and/or legal secretaries, with the majority of time spent on supervisory work. This class is distinguished from the Senior Legal/Judicial Secretary and Senior/Executive Secretary classes in that the senior level classes may lead, train, and assign the work of subordinate legal and general secretaries, but do not have full supervisory responsibility.
509a	Office Assistant	Under general supervision, this clerical level position performs a wide variety of general clerical duties in support of court administrative operations.	Administrative Secretary, Administrative Services Assistant, Clerical Assistant, Clerk Typist, Court Services Assistant, Deputy Administrative Clerk, Deputy Jury Commissioner, Library Assistant, Office Specialist, Public Information Clerk, Public Services Specialist, Receptionist, Records Assistant, Stock Clerk.	This is the entry and journey level of the Office Assistant series. This class is distinguished from higher level Senior Office Assistant class in that the latter performs the more difficult, complex, and responsible clerical duties, and/or is responsible for assigning, directing, and reviewing the work of a small clerical unit. This class is distinguished from the Secretary/Judicial Secretary class in that the latter generally provides full secretarial support to judges and court administrators.

ⁱⁱⁱ 508c is the supervisory class over 506 and 507, which perform general or legal secretarial support work.

Nbr	Classification Title	Job Definition	Representative Titles	Distinguishing Characteristics
509b	Senior Office Assistant	Under general supervision, this clerical level position performs a wide variety of advanced journey level, complex, and responsible clerical duties; and/or may assign, direct, and review the work of office assistants.	Administrative Secretary, Office Assistant, Senior Administrative Services Clerk, Senior Clerk.	This is the advanced journey/leadworker level of the Office Assistant series. This class is distinguished from the lower level Office Assistant class in that this class has responsibility for leading, assigning, and reviewing the work of a clerical unit, and/or performs more complex clerical work. This class is distinguished from the higher level Supervising Office Assistant class in that the latter has full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc. for a staff of office assistants, with the majority of time spent on supervisory work.
509c	Supervising Office Assistant	Under general direction, this supervisory level position supervises a unit of office assistants in the performance of general clerical duties.	Clerical Operations Manager.	This is the supervisory level of the Office Assistant series. This class has full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc. for a clerical unit of office assistants and/or senior office assistants, with the majority of time spent on supervisory work. This class is distinguished from the lower level Senior Office Assistant class in that the latter is the advanced journey/leadworker level that may lead or coordinate a clerical unit, but does not have full supervisory responsibility.
510a	Payroll Technician	Under general supervision, this technical level position reviews, records and process payroll transactions within established systems and procedures.	Payroll Technician, Human Resources Payroll Technician, Personnel Payroll Clerk, Court Payroll Clerk	This is the entry and journey level of the Payroll series. Incumbents perform clerical and technical level payroll functions. This class is distinguished from the higher level Payroll Supervisor class in that the latter has full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc., with the majority of time spent on supervisory work.
510c	Payroll Supervisor	Under general direction, this position supervises payroll personnel and may perform difficult and complex payroll work	Payroll Supervisor, Court Services Payroll and Benefits Supervisor, Supervising Payroll Technician,	This is the supervisory level of the Payroll. Incumbents in this class have full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc., for subordinate staff; with the majority of time spent on supervisory work. This class is distinguished from the lower level Payroll Technician does not have full supervisory responsibility.
511a	Data Entry Operator	Under general supervision, this specialized clerical level position performs sustained high volume entry of data into a computer system.	Information Systems Assistant.	This is the entry and journey level of the Data Entry Operator series. This class is distinguished from the higher level Senior Data Entry Operator class in that the latter has responsibility for leading, assigning, and reviewing the work of a group of data entry operators and/or may perform the more difficult work.

Nbr	Classification Title	Job Definition	Representative Titles	Distinguishing Characteristics
511b	Senior Data Entry Operator	Under general supervision, this specialized clerical level position performs sustained high volume entry of data into a computer system, and/or acts as a lead worker for data entry operators.	Data Entry Specialist, Lead Data Entry Operator.	This is the advanced journey/lead worker level of the Data Entry Operator series. This class is distinguished from the lower level Data Entry Operator class in that this class has responsibility for leading, assigning, and reviewing the work of data entry operators and/or performs the more difficult work. This class is distinguished from the higher level Data Entry Supervisor class in that the latter has full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc. of a data entry function, with the majority of time spent on supervisory work.
511c	Data Entry Supervisor	Under general direction, this specialized clerical supervisory level position plans, assigns, and supervises the work of subordinate data entry operators.	Data Conversion Supervisor.	This is the supervisory level of the Data Entry Operator series. This class has full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc. for a complete data entry function, with the majority of time spent on supervisory work. This class is distinguished from the lower level Senior Data Entry Operator class in that the latter may lead, train, and assign work to data entry operators, but does not have full supervisory responsibility.
				lead
				lead
512	Public Information Officer	Under direction, this professional level position is responsible for preparing and directing the dissemination of all court information to the general public, private and public agencies, and news media; and overseeing the production of court publications.	Court Public Affairs Officer.	This single-position class is responsible for coordinating the court's public information function. While court managers and administrators interpret court policies and procedures for the public, this class is responsible for developing, directing, and coordinating a comprehensive public information program. The incumbent is responsible for maintaining lines of communication with the media and conveying official court position on issues of interest to the public.

Nbr	Classification Title	Job Definition	Representative Titles	Distinguishing Characteristics
601a	Support Services Assistant ^{iv}	Under general supervision, this support position provides a variety of services for the court, including stockroom/warehouse supply, mail delivery, material or equipment transport, light facility maintenance and custodial work.	Building Services Technician, Messenger-Driver, Warehouse Worker, Mail Clerk, Judicial Services and Supplies Assistant, Utility Worker-Driver.	This is the entry and journey level of the Support Services Assistant series. This is a generalist class series performing a range of support services not found elsewhere in the court system. This class is distinguished from the higher level Supervising Support Services Assistant class in that the latter has full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc. with the majority of time spent on supervisory work. It is distinguished from the General Maintenance Worker class in that the latter is a specialist classification used to perform various general repair work to court facilities in the areas of carpentry, electrical, masonry, painting, plumbing, and mechanical. This class may perform the more routine duties of the General Maintenance Worker class in their absence.
601b	Sr. Support Services Assistant	Under general supervision, this support position performs a wide variety of advanced journey level, complex, and responsible general services duties and/or may assign, direct, and review the work of support services assistants or related facility/general services support positions	Sr. Utility Worker, Sr. Services Clerk, Sr. Building Services Technician	This is the advanced journey/lead worker level of the Support Services series. This class is distinguished from the lower level Support Services Assistant class in that this class has responsibility for leading, assigning, and reviewing work of others and/or performs more complex facility or general services work. This class is distinguished from the higher level Support Services Supervisor class in that the latter has full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc. for a staff of Support Services Assistants, with the majority of time spent on supervisory work.

^{iv} Use the 601 Support Services Assistant classifications for general services assignments that cross multiple support functions, usually in smaller courts. Use the specialist classifications of Maintenance Worker, Custodian, and Storekeeper etc when there are sufficient duties in one function to specialize.

Nbr	Classification Title	Job Definition	Representative Titles	Distinguishing Characteristics
601c	Support Services Supervisor	Under general direction this supervisory level position plans, organizes, and oversees a support services unit; monitors the work of support services assistants performing various services for the court, including stockroom supply, mail delivery, material or equipment transport, vehicle fleet coordination. light facility maintenance and custodial work.	Supervising, Building Services Technician, Court Services Supervisor	This is the supervising level of the Support Services Assistant series. Incumbents have full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc. for a staff of support services assistants. This class is distinguished from the lower level Support Services Assistant class in that the latter does not have supervisory responsibility. It is distinguished from clerical supervising classes by the variety of facilities management and general services duties assigned, such as overseeing the day-to-day distribution of supplies, equipment, and materials. It is further distinguished by having supervisory responsibility over work that is more physically demanding in the movement of moderately heavy and bulky materials.
602a	Maintenance Worker	Under general supervision, this support position performs a wide variety of building maintenance and repair work, requiring light carpentry, electrical, masonry, painting, plumbing, mechanical, and maintenance skills.	Utility Worker, Building Services Technician, Facilities Worker	This is an entry and journey level classification. This class performs various light repair duties to court facilities in the areas of carpentry, electrical, masonry, painting, plumbing, and mechanical. This class is distinguished from the Support Services Assistant class in that the latter performs stockroom supply, mail delivery, material and equipment transport, custodial, and light maintenance work and may perform the more routine General Maintenance Worker class duties in their absence.
602b	Sr. Maintenance Worker	Under general supervision, this support position performs a wide variety of advanced journey level, complex, and responsible facility maintenance duties requiring light carpentry, electrical, masonry, painting, plumbing, mechanical, and maintenance skills; and/or may assign, direct, and review the work of maintenance workers or related facility support positions.	Sr. Utility Worker, Sr. Building Services Technician, Sr. Facilities Worker	This is the advanced journey/leadworker level of the Maintenance Worker series. This class is distinguished from the lower level Maintenance Worker class in that this class has responsibility for leading, assigning, and reviewing work of others and/or performs more complex maintenance work. This class is distinguished from the higher level Supervising Maintenance Worker class in that the latter has full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc. for a staff of maintenance workers, with the majority of time spent on supervisory work.

Comment [CU8]:

Comment [CU9]: Only one court (LA) is using a skilled trades classification (Electrician). As decisions are made re: AOC v. trial court responsibilities for facilities, there may be a need in the future for a skilled trades series but we are not recommending one at this time. For those who are using skilled trades, they can be matched to the Maintenance Worker.

Nbr	Classification Title	Job Definition	Representative Titles	Distinguishing Characteristics
602c	Supervising Maintenance Worker	Under general direction , this supervisory level position supervises a unit of maintenance workers in the performance of facility maintenance duties, requiring light carpentry, electrical, masonry, painting, plumbing, mechanical, and maintenance skills	Building Services Coordinator or Supervisor, Supervising Facilities Worker	This is the supervisory level of the Maintenance Worker series. This class has full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc. for a maintenance unit, with the majority of time spent on supervisory work. This class is distinguished from the lower level Senior Maintenance Worker class in that the latter is the advanced journey/leadworker level that may lead or coordinate Maintenance Workers, but does not have full supervisory responsibility.
603	Skilled Trades Worker	Under general supervision this skilled position performs the full range of duties associated with building/crafts trades workers such as Electricians, Plumbers, Mechanics, Carpenters	Electrician, Carpenter, Mechanic, Plumber	This is the journey level class of skilled trades with responsibility for working independently to perform duties associated with the skilled trades. This class is distinguished from the Maintenance Worker in that this class would be expected to have completed some type of apprenticeship or training program in order to be certified as a skilled crafts or trades worker whereas the Maintenance Worker performs light maintenance and repair work.
604a	Custodian	Under general supervision, this support positions performs a full range of custodial duties to keep Court maintained facilities clean and sanitary.	Janitor	This is the entry and journey level class in the custodial series with responsibility for providing direct custodian services for court facilities. This class is distinguished from the higher level Sr. Custodian class in that the latter has responsibility for leading, assigning, and reviewing work of a unit of Custodians.
604b	Sr. Custodian	Under general supervision, this support position performs custodial duties and assigns, directs, and reviews the work of custodial workers for court facilities	Lead Janitor	This is the working leadworker level class in the custodial series with responsibility for providing direction to custodial staff performing similar work. This class is distinguished from the lower level Custodian class in that this class has responsibility for leading, assigning, and reviewing work of. This class is distinguished from the higher level Supervising Custodian class in that the latter has full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc. for a staff of custodians, with the majority of time spent on supervisory work
604c	Supervising Custodian	Under general direction, this supervisory level position supervises a unit of custodial workers for court facilities.	Janitor Supervisor	This is the supervisory level of the Custodian series. This class has full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc. for a custodial unit, with the majority of time spent on supervisory work. This class is distinguished from the lower level Senior Custodian class in that the latter is the leadworker level that may lead or coordinate Custodians, but does not have full supervisory responsibility.

Nbr	Classification Title	Job Definition	Representative Titles	Distinguishing Characteristics
605	Procurement Clerk	Under general supervision, this specialized clerical/technician level position is responsible for the acquisition of supplies, equipment, and services for use by the court.	Procurement Aide, Procurement Assistant. Purchasing Technician	This is an entry and journey level classification responsible for purchasing, maintenance of vendor product information, review/renewal of blanket purchase orders, and purchasing of commodities that require less technical expertise than needed by professional Buyers. This class is distinguished from the Storekeeper class in that the latter performs duties relating to the receipt, distribution and delivery of material, while this class performs duties relating to purchasing.
606	Buyer	Under general supervision, this professional level position performs purchasing of a wide variety of materials, supplies and equipment which may require coordinating requests for proposals and formal bidding processes.	Buyer, Procurement Contracting Specialist	This is an entry and journey level classification responsible for purchasing duties in difficult or complex commodity areas of a wide variety of materials, supplies and equipment. Buyers are required to perform a broad scope of purchasing transactions, including writing, coordinating and evaluating requests for proposals and bids and assisting in the development of contracts. This class is distinguished from the Procurement Clerk in that the latter performs routine purchasing duties for materials and services below a specified dollar value or requiring less technical expertise.
607	Storekeeper	Under general supervision, this support position receives, stores, inventories and distributes materials, supplies, tools and equipment	Stock Clerk. Materials Specialist	This is an entry and journey level classification responsible for receiving, inventorying and distributing materials, supplies, tools and equipment. Incumbents are guided by fairly clear guidelines and procedures to receive, inventory, distribute and track supplies and materials. This class is distinguished from the Procurement Clerk in that the latter is involved in the ordering and purchasing of materials and supplies and this class is involved in the receipt, inventory and distribution of materials.
608	Facilities Coordinator	Under general supervision, this professional position plans and coordinates new facilities projects or court facility changes, including space planning, coordinating with vendors, suppliers, and internal support units.	Facilities Planner	This is an entry and journey level classification responsible for planning, coordinating and implementing new facility projects and/or moves. This class is distinguished from the lower level Support Services classifications in that the latter performs routine facilities support duties whereas this classification is involved in the more complex space planning and coordination with vendors and internal support units in order to implement facility moves or projects.
609	Graphic Artist	Under general supervision, this technical level position produces a variety of graphic art work, including documents, signs, posters, newsletters, scrolls, illustrations, manuals, bulletins, and forms.	N/A	This is an entry and journey level classification responsible for producing creative and quality graphic design artwork and signage for use by the court. This class is distinguished from other court classes by the specialized commercial art expertise required to do layout, lettering, and art design.

