

SENIOR ADMINISTRATIVE SUPPORT TECHNICIAN

DEFINITION

Under general supervision, provides lead direction and work review to assigned staff and/or performs a variety of complex, specialized administrative duties in support of the Clerk/Administrator, an Administrative Specialist, or other position responsible for the administrative functions in a Court of Appeal; performs related work as assigned.

CLASS CHARACTERISTICS

This is the lead and/or specialist level in the Administrative Support Technician series. Incumbents may serve in a lead capacity and direct the work of assigned staff, and/or may perform the most complex, specialized administrative support work in a Court of Appeal. This class is distinguished from Administrative Specialist in that the latter organizes, directs, and coordinates various judicial administrative support services for an appellate court such as human resources, budget, business services, security, facility, and janitorial functions in an appellate court.

EXAMPLES OF DUTIES (*illustrative only*)

- Provides lead direction, training, and work review; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work.
- Provides input into selection, evaluation, discipline, and other personnel matters.
- Performs complex, specialized administrative support work requiring expert independent judgment and initiative.
- Also performs journey-level work, including:
 - Maintaining health/dental information booklets and enrollment forms; coordinating required paperwork for new employees; may conduct orientations.
 - Providing information on classification and salary matters, merit salary adjustments, and attendance reporting.
 - Responding to requests for building maintenance, telephone repair, photocopy repair, various office equipment repair, etc.
 - Requesting and secures supplies for the court; preparing purchase orders; processing invoices for payment approval.
 - Updating and maintaining basic budget and accounting records.
 - Administering monthly transit program for court.
 - Preparing administrative, financial, and management reports.

- Preparing statistical reports relating to the budget.
- Assisting with special projects, studies, and investigations involving administrative functions in an appellate court.

WORKING CONDITIONS

- Must be available to work overtime.

QUALIFICATIONS

Knowledge of:

- Basic supervisory principles and practices.
- Office and administrative practices and procedures, human resources, business services, and other services found in a court.
- The operation of personal computers and the use of specified computer applications, such as word processing, spreadsheets and accounting programs, and data entry.
- Organizational policies and procedures.
- Correct business English, including spelling, grammar, and punctuation.
- Basic principles of organizing, accounting and budget; and summarizing data and information.
- Record-keeping principles and practices.

Ability to:

- Plan, direct, and review the work of others on a project or day-to-day basis.
- Use initiative and independent judgment within established procedural guidelines.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines.
- Provide effective administrative support and assistance.
- Research, compile, and summarize data and information.
- Prepare clear and concise reports, correspondence, and other written materials.
- Understand and follow oral and written directions.
- Safely operate standard office equipment.
- Organize and maintain accurate files and records.
- Organize own work, set priorities, and meet critical deadlines.
- Operate personal computers and use specified computer applications, such as word processing, spreadsheets and accounting programs, and data entry.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Licenses and Certificates:

None.

Education and Experience:

Equivalent to graduation from high school and five years of administrative support experience.

Or

Two years as an Administrative Support Technician with the judicial branch.

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