

ASSISTANT CLERK
OF THE SUPREME COURT--LOS ANGELES

DEFINITION

Under direction, assists the Clerk/Administrator of the Supreme Court in managing personnel and non-judicial administrative support activities for the Office of the Clerk of the Court in the Supreme Court's Los Angeles Office; performs related work as assigned.

CLASS CHARACTERISTICS

This is a supervisory-level class in the Clerk of the Court series. The incumbent is responsible for assisting the Clerk/Administrator of the Supreme Court by supervising personnel and/or non-judicial programs within organizational and policy confines of the Office of the Clerk of the Court for the Supreme Court's Los Angeles Office. This includes supervising the day-to-day operations of the Clerk's Office in Los Angeles and selected administrative support activities that may include human resources, information systems, facility management, or finance operations for the office. This class may be used for the supervision and coordination of key operating programs within the organization as well as the oversight of the Los Angeles Office. This class is distinguished from the Assistant Clerk/Administrator of the Supreme Court who assists the Clerk/Administrator of the Supreme Court in managing personnel and non-judicial administrative support for the Supreme Court, and the Clerk/Administrator of the Supreme Court who has overall management and program responsibility for the Clerk of the Court's Office and non-judicial administrative activity of the Supreme Court.

EXAMPLES OF DUTIES (*illustrative only*)

- Plans, organizes, administers, reviews, and evaluates the work of the Clerk's Office staff; recommends selection of staff and provides for their professional development; recommends discipline as required.
- Participates in developing and/or revising administrative policies and procedures for assigned activities.
- Reviews and responds to correspondence and inquiries regarding interpretation of court policies and procedures for the Clerk's Office and selected assigned administrative areas.
- Participates in developing, administering, and monitoring budget of the Clerk's Office.
- As assigned, assists in or independently handles selected administrative support activities for the Office, including facility and space planning, the procurement of supplies and equipment,

providing the full range of human resources support, coordinating information systems activities, and administering a variety of business services support activities.

- Acts with full authority for the Clerk of the Court in the Supreme Court’s Los Angeles Office.

WORKING CONDITIONS

- Attend meetings outside of normal working hours.
- Work occasional evening and weekend hours.
- May be required to travel statewide as necessary.

QUALIFICATIONS

Knowledge of:

- Basic supervisory principles and practices.
- Policies and procedures associated with civil and criminal appeals before an appellate court.
- Functions, procedures, rules, and regulations of the Clerk’s Office.
- Principles and practices of budget development and administration.
- Administrative principles, practices, and procedures associated with human resources, business services, information systems, finance, security, or other services found in a court.
- Problem-solving and conflict resolution methods and techniques.
- The operation of personal computers and the use of specified computer applications, such as word processing and spreadsheets.
- Principles and techniques of preparing effective oral presentations.
- Principles and techniques of preparing a variety of effective written materials.

Ability to:

- Plan, direct, and review the work of others on a day-to-day and project basis.
- Use initiative and independent judgment within general policy guidelines.
- Develop and implement goals, objectives, and work standards.
- Translate goals, objectives, and policies into day-to-day operations.
- Develop effective work teams and motivate individuals to meet goals and objectives and provide services in the most effective and efficient manner.
- Maintain fiscal, legal, and statistical records and prepare necessary summaries and reports.
- Apply effective methods of office administration in the areas of purchasing, human resources, budgeting and accounting, information systems, and other business services related to the operation of assigned areas of the court.
- Use initiative and independent judgment within general policy guidelines.
- Apply problem-solving and conflict resolution methods and techniques.
- Operate personal computers and use specified computer applications, such as word processing and spreadsheets.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

- Use tact and discretion in dealing with those contacted in the course of the work.

Licenses and Certificates:

None.

Education and Experience:

Equivalent to possession of a bachelor's degree, preferably in court administration or a related field, and three years of experience, including one year of supervisory or lead experience. A law degree may be substituted for two years of experience.