

## **SUPERVISING JUDICIAL ASSISTANT**

### **DEFINITION**

Under direction, provides day-to-day supervision of assigned staff, and performs specialized judicial assistance, paralegal, and legal secretarial support work for appellate court justices, attorneys, and/or other professional staff persons; performs related work as assigned.

### **CLASS CHARACTERISTICS**

This is the supervisory level of the Judicial Assistant series. Incumbents are responsible for supervising assigned staff, with effective authority for their selection, retention, and training and development and with responsibility for day-to-day supervision, evaluation, motivation, and discipline of employees. Incumbents also provide complex and specialized judicial assistance and legal secretarial support work.

### **EXAMPLES OF DUTIES** (*illustrative only*)

- Plans, organizes, assigns, supervises, reviews, and evaluates the work of assigned staff.
- Recommends selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Edits, proofreads, and reviews opinions and court orders for correctness with respect to grammar, spelling, punctuation, content, and organization; conforms opinions to uniform style using the California Style Manual, the Harvard Blue Book, and other style manuals.
- Calendars cases for oral argument.
- Prepares final opinions by checking facts referenced against all documents from the lower tribunal such as the clerk's and reporter's transcripts, administrative record, exhibits, and correspondence; verifies and Shepardizes legal authorities cited using resources found in the law library and computer data bases such as state and federal reporters, state and federal statutes, citators, textbooks, handbooks, restatements, and legislative intent materials.
- Transmits opinions and modifications to Reporter of Decisions; communicates with Reporter of Decisions regarding stylistic requirements and content of opinions; proofreads and carefully inspects galley proofs of all published opinions for complete accuracy.
- Maintains and updates chambers library.
- Organizes and routes work, sets priorities, and follows up to ensure coordination and completion of assigned work; exercises skill in setting priorities that accurately reflect the importance of assigned responsibilities; trains backup support staff; works closely with Clerk's Office and file room staff to ensure that materials are received and sent out in timely fashion.

- Drafts correspondence; independently initiates specified correspondence for signature by appropriate staff.

## **WORKING CONDITIONS**

- Must be available to work overtime.
- Must be able to work independently in an isolated environment.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including selection, work planning, performance review and evaluation, and employee training and discipline.
- Administrative office practices and procedures, the standard format for typed materials, including proper memoranda, briefs, drafts, opinions, recordkeeping systems and file maintenance, and standard office procedures and practices.
- Complex legal concepts, terminology, principles, and procedures.
- Methods of complex legal research (traditional and electronic).
- California trial and appellate court practices and procedures.
- Personal computers and the use of specified computer applications, such as word processing, spreadsheets, legal applications, desktop publishing, and on-line search and reference tools.
- Correct business English, including spelling, grammar, and punctuation, with emphasis on legal terminology, the uniform system of citation and the California Style Manual, etc.
- Organizational policies and procedures.

### **Ability to:**

- Plan, organize, supervise, review, and evaluate the work of others.
- Use initiative and independent judgment within established procedural guidelines.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines.
- Train others in policies and procedures related to work.
- Maintain confidentiality.
- Apply complex legal concepts, terminology, principles, and procedures.
- Conduct complex legal research (traditional and electronic).
- Use initiative and independent judgment within established procedural guidelines.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines while maintaining accuracy; exercise skill in setting priorities that accurately reflect the importance of assigned responsibilities.
- Transport boxes weighing up to 40 pounds.
- Operate personal computers and use specified computer applications, such as word processing, spreadsheets, legal applications, and desktop publishing, including demonstrated skills in interpreting and applying technical manuals and tutorials.
- Communicate effectively in English, verbally and in writing.

- Establish and maintain effective working relationships with those contacted in the course of the work, including justices, court staff, and representatives of other governmental and private agencies.

**Licenses and Certificates:**

None.

**Education and Experience:**

Equivalent to graduation from high school and six years of legal secretarial experience, including four years of technical legal research and processing. Or Two years as a Lead Judicial Secretary or three years as a Judicial Secretary II with the judicial branch.

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