

EXECUTIVE JUDICIAL ASSISTANT
TO AN ADMINISTRATIVE PRESIDING JUSTICE

DEFINITION

Under general supervision, performs varied, complex and confidential paralegal, legal secretarial and office administrative assistance for the Administrative Presiding Justice (APJ) in a District Court of Appeal; performs related work as assigned.

CLASS CHARACTERISTICS

This is the highest and most experienced level in the Judicial Assistant classes found in a District Court of Appeal. The incumbent is responsible for organizing and managing specified administrative, paralegal, and legal secretarial tasks for an Administrative Presiding Justice for an appellate court, and may be asked to serve in a lead capacity and direct the work of assigned staff. Incumbents also organize, coordinate, and ensure successful completion of specifically determined projects and assist with any other administrative, paralegal, and legal secretarial duties.

EXAMPLES OF DUTIES (illustrative only)

- Provides administrative, paralegal, and legal secretarial support to an Administrative Presiding Justice.
- Prepares and maintains administrative records.
- Coordinates administrative functions in accordance with court policy.
- Assists in administrative and statistical functions related to cases before the court.
- Serves as administrative facilitator using organizational, problem solving, and critical thinking skills.
- 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:

- 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.
- Basic supervisory principles and practices.
- Accepted problem solving practices and methods.

Ability to:

- Maintain confidentiality.
- Apply 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.
- Train others in policies and procedures related to work.

- 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.
- Plan, direct, and review the work of others on a project or day-to-day basis.
- Exhibit effective problem solving and critical thinking skills.
- Respond affirmatively to frequent interruptions.

Licenses and Certificates:

None.

Education and Experience:

Equivalent to 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.

Additional directly related college-level education may be substituted for the required experience on a year-for-year basis.