

SUPERVISING ADMINISTRATIVE SPECIALIST

DEFINITION

Under general supervision, provides day-to-day supervision of assigned staff and activities, and performs a variety of administrative support duties in coordination of projects and programs in an appellate court; performs related work as assigned.

CLASS CHARACTERISTICS

This is the supervisory-level class in the Administrative Specialist 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. The incumbent also exercises significant independence in performing a broad variety of administrative support duties for the court within general guidelines, and with limited independent decision-making.

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.
- 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.
- Coordinates the recruitment and hiring of judicial support personnel; processes benefits and other personnel documents; maintains current personnel files; assists and advises the appellate justices on personnel matters; works with court personnel and the Judicial Council of California (JCC) staff to assure compliance with state and JCC personnel and payroll directives.
- Coordinates the preparation and implementation of the court's budget; monitors the court's budget; reviews and approves various vouchers for court expenditures, including travel reimbursement for judges and administrative staff; maintains basic accounting records; deposits court fees; processes court-appointed counsel fee claims; works with the JCC to assure compliance with state and JCC budget directives.
- Analyzes and reviews requests for and procures equipment and supplies; selects products and vendors, as necessary, through a bidding process; manages inventory; performs routine service on certain office equipment.
- Participates in and/or coordinates facility and space planning; coordinates internal moves.

- Coordinates and prepares special management reports and studies on a variety of topics; may assist in the analysis and implementation of appellate judicial projects having state-wide impact; initiates ideas and develops proposals relating to court administrative policy.
- Works with other appellate court administrative personnel, including the Clerk/Executive Officer, librarian and principal attorney to assure operational efficiency of the entire appellate district.
- May coordinate court security.
- May coordinate the maintenance of the court telecommunications system.
- Provides ancillary services for court staff such as mass transit and parking coordination.

WORKING CONDITIONS

- Must be available to work overtime and on weekends and holidays
- May be required to travel statewide as necessary.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, performance review and evaluation, and employee training and discipline.
- Principles and practices public administration, including budget development and administration, human resources, business services, information systems, finance, security, and 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, organize, supervise, review, and evaluate the work of others.
- Develop and implement assigned court administrative programs, policies, and procedures.
- Maintain fiscal, legal, and statistical records and prepare necessary summaries and reports.
- Develop and administer the budget for an appellate court.
- Apply effective administration in the areas of purchasing, human resources, budgeting and accounting, information systems, or other business services related to the operation of the court.
- Use initiative and independent judgment within general policy guidelines.
- 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 a bachelor's degree, preferably with major course work in court, public or business administration, and four years of experience organizing and coordinating administrative support programs and/or projects, preferably including one year in the court system and a minimum of one year of supervisory experience.

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

OR

One year as an Administrative Specialist II with the judicial branch.