

EXECUTIVE JUDICIAL ASSISTANT
TO AN ADMINISTRATIVE PRESIDING JUSTICE

DEFINITION

Under general supervision, independently performs varied, complex and confidential, paralegal, legal secretarial and office administrative assistance for the Administrative Presiding Justice; performs related work as assigned.

CLASS CHARACTERISTICS

This is the highest and most experienced level in the Judicial Assistant series 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 at this level are required to maintain an extra level of confidentiality and discretion in organizing, coordinating, and ensuring successful completion of specifically determined projects.

EXAMPLES OF DUTIES (illustrative only)

- Provides varied, complex, confidential, paralegal, and legal secretarial support to an Administrative Presiding Justice, including sensitive subject matter areas.
- 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.
- Maintains chambers calendar; arranges travel and prepares travel related documents for justices, as needed.
- Edits, proofreads, and reviews opinions and court orders and other related documents, using the electronic case management and document management systems, for correctness and accuracy with respect to grammar, spelling, punctuation, content, and organization; conforms opinions to uniform style using the California Style Manual and other style manuals, ensuring compliance with California Rules of Court.
- Tracks cases calendared for oral argument and submission; prepares materials for oral argument, as needed.
- Prepares final opinions by checking cited facts for accuracy against all documents via electronic case management and document management systems, from the lower tribunal such as the clerk's and reporter's transcripts, administrative record, exhibits, and

correspondence; validates legal authorities cited using resources found in the electronic law library and computer data bases such as state and federal reporters, state and federal statutes, citators, textbooks, handbooks, restatements, and legislative intent materials; and ensures correctness of case titles.

- Transmits opinions and modifications to the Clerk's Office for submission for filing; submits the filed opinion to the Reporter of Decisions; communicates with the 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 both physical and electronic chambers library, as required.
- Maintains status reports for chambers; works closely with attorneys to ensure accuracy and timely filing of opinions and court orders; may be responsible for tracking motions.
- May support special projects as assigned, preparing meeting materials, scheduling meetings, preparing reports, and coordinating with internal and external stakeholders.
- Drafts, edits, and maintains Judicial Assistant procedural manual, ensuring operational guidelines and standards, as required; provides training and guidance to new staff; may assist in training new staff attorneys in court practices and procedures.
- Organizes and routes work using a document management system and follows up to ensure coordination and completion of assigned work; exercises skill in setting priorities; works closely with the Clerk's Office to ensure that materials are received and sent out in timely fashion.
- Drafts correspondence and routine orders for review, including opinion modifications, orders for granting or denying rehearings or publication requests; independently initiates specified correspondence for signature by appropriate staff.

WORKING CONDITIONS

The California Courts of Appeal are equal opportunity employers. The California Courts of Appeal comply with obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Light Work: Incumbents generally work in a typical office environment with adequate light and temperature. May occasionally exert up to 30 pounds of force, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Positions in this class typically require: sitting, walking, reaching, standing, grasping, pushing, pulling, lifting, keyboarding, kneeling, crouching, stooping, seeing, hearing, talking, and repetitive motions.

May be required to work overtime; may be required to travel, as necessary.

QUALIFICATIONS

Knowledge of:

- General functions and organization of the judicial system and the roles and functions of other legal and law enforcement agencies.

- Legal and administrative office practices and procedures.
- Complex legal concepts, terminology, principles, and procedures.
- Methods of complex legal research (traditional and electronic).
- Policies, procedures, and rules governing the intake, maintenance, safeguarding, and disposal of exhibits.
- Calendar management and scheduling.
- Computers and the use of computer applications.
- Correct business English, including spelling, grammar, and punctuation, with emphasis on legal terminology.
- Accepted problem solving practices and methods.

Ability to:

- Learn California trial and appellate court practices and procedures.
- Verify the accuracy of complex legal documents and research (traditional and electronic).
- Understand, interpret and apply complex legal concepts, terminology, principles, and procedures.
- Operate computers and other standard office equipment, using standard business software and automated case management systems; interpret and apply technical manuals and tutorials.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines while maintaining accuracy.
- Use initiative and independent judgment within established procedural guidelines.
- Exhibit effective problem solving and critical thinking skills.
- Maintain confidentiality; use tact, discretion and courtesy in dealing with sensitive situations.
- 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.
- Train others in policies and procedures related to work.
- Communicate effectively in English, verbally and in writing; learn the California Style Manual.

Licenses and Certificates:

None.

Education and Experience:

Equivalent to six (6) years of legal secretarial experience, including five (5) years of technical legal research.

OR

Bachelor's degree and two (2) years of legal secretarial experience, including technical legal research.

Completion of an American Bar Association approved Paralegal program may also be substituted for one (1) year of technical legal research experience. Additional directly related experience and/or college-level coursework may be substituted on a year-for-year basis for either of the paths outlined above.

OR

One (1) year as a Judicial Assistant to an Appellate Court Justice or Supervising Judicial Assistant or Senior Deputy Clerk OR two (2) years as a Judicial Assistant or OR three (3) years as a Deputy Clerk with the judicial branch.

Equivalent years of experience performing the duties of a class comparable in the level of responsibility to the classes listed above in a California Superior Court or California state-level government entity also qualify.