

AUTOMATIC APPEALS UNIT SUPERVISOR

DEFINITION

Under direction, provides day-to-day supervision of assigned staff and/or performs the most complex clerical, procedural, and legal process support activities in the Automatic Appeals Unit of the Supreme Court; performs related work as assigned.

CLASS CHARACTERISTICS

This supervisory-level class is intended for use only for a single position in the Supreme Court. The incumbent is responsible for day-to-day operations of the Automatic Appeals Unit of the Supreme Court. This class is distinguished from the Assistant Clerk/Executive Officer of the Supreme Court who assists in managing personnel and non-judicial administrative support, and the Clerk/Executive Officer of the Supreme Court who has overall management and program responsibility for the Clerk of the Court's Office and non-judicial administrative activity.

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.
- Files and processes letters, motions, briefs, and orders relating to death penalty appeals and related habeas corpus matters.
- Reviews certified record on appeal for completeness and compliance with the California Rules of Court; acts as custodian of exhibits requested from the trial courts in death penalty cases.
- Monitors protracted record certification proceedings in the trial courts.
- Reviews monthly status reports from the trial courts and confidential 60-day status reports from appointed counsel.
- Drafts correspondence or telephones trial court personnel and appellate counsel where discrepancies exist, or when cases are stalled in the proceedings.
- Reviews record correction/augmentation/settlement pleadings filed by appellate counsel in the trial courts.
- Advises trial courts and counsel regarding record correction/augmentation/settlement procedures.
- Acts as court's liaison with trial courts, federal courts, appointed appellate counsel, the Attorney General's Office, the State Public Defender, the California Appellate Project, the Habeas Corpus Resource Center, the wardens of San Quentin State Prison and Central California Women's Facility, and the Governor's Office in death penalty cases.

- Prepares and updates various reports relating to death penalty appeals and habeas corpus.
- Prepares memoranda and special reports as requested by the Chief Justice, associate justices, staff, or Judicial Council.
- Files and processes counsel's applications for extension of time to file briefs; makes recommendations for approval to the Chief Justice; consults with chambers' staff attorneys regarding delays.

WORKING CONDITIONS

- Must be available to work overtime.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, performance review and evaluation, and employee training and discipline.
- Employment laws, rules, and regulations.
- Problem-solving and conflict resolution methods and techniques.
- Principles and techniques of project management.
- Policies, procedures, and jurisdictional requirements associated with automatic appeals and related proceedings in death penalty cases.
- How capital trials are conducted in the Superior Courts.
- Functions, procedures, rules, and regulations of the Clerk's Office.
- Pertinent California Rules of Court, Standard California Codes (including relevant sections of the Penal Code and Code of Civil Procedure), and the California Style Manual.
- Office and court clerical practices, including filing and the operation of office equipment.
- The operation of personal computers and the use of specified computer applications, such as word processing, data entry, and spreadsheets.
- Safety principles, practices, and equipment related to the work.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar, and punctuation.

Ability to:

- Plan, organize, supervise, review, and evaluate the work of others.
- Use initiative and independent judgment within policy guidelines.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines.
- Perform detailed clerical and legal processing support activities accurately.
- Understand and follow oral and written instructions.
- Organize and maintain accurate files and records.
- Organize own work, set priorities, and meet critical deadlines.
- Operate personal computers and use specified computer applications, such as word processing, data entry, and spreadsheets.
- Safely operate a variety of standard and specialized office equipment.

- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Licenses and Certificates:

None.

Education and Experience:

Equivalent to graduation from high school and two years of supervisory deputy clerk and/or supervisory courtroom clerk experience in a trial court.

OR

Two years as a Senior Deputy Clerk or three years as a Deputy Clerk in the judicial branch.

Directly related college-level education may be substituted for up to one year of the required experience.