EXECUTIVE JUDICIAL ASSISTANT
TO THE CHIEF JUSTICE

DEFINITION

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

CLASS CHARACTERISTICS

The incumbent is responsible for organizing and managing specified administrative, paralegal, and legal secretarial tasks for the Chief Justice. Incumbent also organizes, coordinates, and ensures successful completion of specifically determined projects and assists with other administrative and secretarial duties. This class is distinguished from the Senior Executive Judicial Assistant to the Chief Justice in that the latter may provide lead direction and review to assigned staff and performs more complex specialized paralegal and administrative support for the Chief Justice.

EXAMPLES OF DUTIES *(illustrative only)*

- Provides varied administrative, paralegal, and legal secretarial support to the Chief Justice.
- Coordinates activities related to the justice's weekly conferences, including weekly distribution and assignment of conference memoranda; maintains conference data base; sorts and numbers conference memoranda and petitions; maintains conference files; and provides needed petitions to staff reviewing conference memoranda.
- Prepares Chief Justice's benchbook, including a complete set of documents for each case.
- Reviews and prepares calendar memoranda, preliminary responses, conference memos, and calendars for submission to the Calendar Coordination Office for court circulation.
- Notifies the Calendar Coordination Office of attorney assignments and sets electronic mail rules notifications for chambers staff to enable automatic forwarding of case updates.
- Conforms calendar memoranda to opinion format for circulation; distributes briefs and other staffs' calendar memoranda for review by staff.
- Edits, proofreads, and reviews internal court documents including preliminary responses, conference memoranda, opinions and court orders for correctness with respect to grammar, spelling, punctuation, content, and organization.
- Finalizes and circulates the Cases Granted and Calendar Conference memos.
- Prepares final draft of 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 validates legal authorities cited using resources found in the

      law library, computer data bases and legislative intent materials; conforms opinions to uniform style using the California Style Manual and other style manuals; circulates to the Calendar Coordination Office.

- Transmits final draft of opinions and modifications to the Reporter of Decisions.
- Communicates with the Calendar Coordination Office on releasing an opinion for filing.
- Monitors rush applications for relief from default, orders, and other requests from the Clerk's Office for the Chief Justice's review and decision.
- Completes a broad variety of administrative and secretarial tasks for the Chief Justice including, but not limited to: receiving and screening visitors; answering and logging telephone calls.
- Manages the Chiefs Justice's correspondence, which includes reviewing, monitoring, sorting, consolidating, and printing electronic mail; opening, sorting, date stamping and distributing physical mail; drafting correspondences and replying to mail as required.
- Serves as Secretary to the Commission on Judicial Appointments in organizing hearings, coordinating with appointees, maintaining documents and facilitating logistical needs, as assigned.
- Assists in booking and coordinating travel arrangements; assists in processing reimbursement and travel expense claims.
- Monitors, prepares and updates documentation and databases in relation to the Chief Justice's Statement of Economic Interest reporting requirements; monitors the Chief Justice's fulfillment of mandatory continuing education and ethics classes.
- Maintains the Chief Justice's list of conflicts and monitors the Apellate Court Case Management System for conflict alerts; confirms or declines recusals.
- Maintains and updates chambers library including case records and files.

WORKING CONDITIONS

The California Supreme Court is an equal opportunity employer. The California Supreme Court complies 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.

Must be available to work overtime; may be required to travel statewide as necessary to provide on-site support.

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.
– 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.
– 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 sensitive materials and 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 Supervising Deputy Clerk OR two (2) years as a Judicial Assistant to a Supreme Court Justice or Executive Judicial Assistant to an Administrative Presiding Justice OR three (3) years as a Judicial Assistant to an Appellate Court Justice or Supervising Judicial Assistant or Senior 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.