

SUPERVISING EXECUTIVE JUDICIAL ASSISTANT
TO THE CHIEF JUSTICE

DEFINITION

Under direction, provides day-to-day supervision of assigned staff, and performs specialized, complex, and confidential paralegal, legal secretarial, and office administrative duties for the Chief Justice of California; performs related work as assigned.

CLASS CHARACTERISTICS

This is a supervisory level classification. 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. In addition, the incumbent provides the highest level of professional executive assistance to the Chief Justice. The incumbent serves as a technical subject matter expert handling the most complex, highly visible, and sensitive administrative projects.

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.
- Oversees the work of executive judicial assistants in providing varied complex paralegal, legal secretarial, and administrative support to the Chief Justice, which includes all activities related to the justice's weekly conferences; provides back-up support as needed.
- Responsible for the oversight of office management activities for the Chief Justice's chambers.
- Serves as the principal administrative contact and liaison for the Chief Justice's meetings and appearances such as the Conference of Chief Justices; works with leaders from associations such as the California Judge's Association and the California Lawyer's Association in coordinating annual visits.
- Manages the Chief Justice's complex calendar which includes scheduling high-profile meetings such as the Chief Justice's State of the Judiciary address, and meetings with the Governor, state legislators, State Bar representatives, administrative presiding justices, and the Judicial Council.
- Meets weekly with the Chief Justice to review the schedule, evaluate invitations, and determine availability; coordinates monthly meetings with staff and provides status reports on upcoming appearances.
- Prepares the Chief Justice's daily schedule that includes all of the pertinent information and provides agenda materials and background information.

- Reviews and evaluates invitations and speaking requests received; conducts research and evaluates the organizations submitting the requests; provides analyses and recommendations to the Chief Justice on decisions to accept or decline invitations; and responds to all requests.
- Manages accepted invitations through close coordination with organization representatives to obtain and provide necessary information required by the Chief Justice, the California Highway Patrol, and the Public Affairs staff.
- Consults with the Judicial Council ethics attorney as necessary to ensure organizations are complying with the Supreme Court's policy on appearances by the Chief Justice.
- Coordinates logistics of all events and appearances with the California Highway Patrol for advanced security screening and travel time synchronization.
- Manages, books, coordinates and monitors travel arrangements as well as providing the Chief Justice and California Highway Patrol with detailed itineraries; processes reimbursement and travel expense claims; seeks travel reimbursement for events from private organizations as appropriate.

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:

- Principles and practices of employee supervision, including selection, work planning, performance review and evaluation, and employee training and discipline.
- 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.
- Complex 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 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.
- Communicate effectively in English, verbally and in writing; learn the California Style Manual.
- Train others in policies and procedures related to work.
- Plan, direct, and review the work of others on a project or day-to-day basis.

Licenses and Certificates:

None.

Education and Experience:

Equivalent to six (6) years of legal secretarial experience, including five (5) years of technical legal research. Required experience must also include one (1) year performing duties in a supervisory or lead capacity.

OR

Bachelor's degree and two (2) years of legal secretarial experience, including technical legal research. Required experience must also include one (1) year performing duties in a supervisory or lead capacity.

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 Senior Executive Judicial Assistant to the Chief Justice OR two (2) years as an Executive Judicial Assistant to the Chief Justice or OR three (3) years as a Supervising 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.