

**EXECUTIVE SECRETARY TO A
CLERK/EXECUTIVE OFFICER**

DEFINITION

Under general supervision and based on the needs of the organization, provides full supervisory or lead direction and work review to assigned staff and/or varied, complex, and often confidential secretarial and office administrative assistance to a Clerk/Executive Officer in an appellate court and other staff; performs related work as assigned.

CLASS CHARACTERISTICS

This specialized level in the Secretary series is responsible for organizing and managing specified administrative tasks for a Clerk/Executive Officer in an appellate court, the Assistant Clerk/Executive Officer in an appellate court, and other staff closely connected with the Clerk/Executive Officer's office. Incumbents may be asked to serve in a supervisory or lead capacity and direct the work of assigned staff. Incumbents also organize, coordinate, and ensure successful completion of specifically determined projects and assist with any executive secretarial duties.

EXAMPLES OF DUTIES (*illustrative only*)

- Provides complex administrative and secretarial support to the Clerk/Executive Officer and other professional staff.
- Plans, organizes, assigns, supervises (including recommending selection of staff, training staff, administering discipline as required, etc.), reviews, and evaluates the work of subordinate secretarial staff; *or*
- Provides lead direction, training, and work review; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work; provides input into selection, evaluation, discipline, and other personnel matters.
- Organizes and coordinates assigned administrative projects.
- Prepares the Clerk's calendar book for oral arguments; prepares monthly oral argument calendar; prepares monthly oral argument minutes.
- Ensures that daily minutes are typed and distributed in a timely manner.
- Processes and issues court orders and other documents.
- Drafts, edits, formats, types, proofreads, and reviews a variety of documents, including correspondence, orders, fee memos, forms, checklists, worksheets, tables, charts, graphs,

program materials; transcribes dictation, ensuring accuracy and conformity with approved formats.

- Prepares forms/templates for use by Clerk's Office staff.
- Reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and correct English usage, including spelling, grammar, and punctuation.
- Organizes and maintains various files; purges files as needed.
- Provides a variety of standard office support.

WORKING CONDITIONS

- Must be available to work overtime.

QUALIFICATIONS

Knowledge of:

- Basic supervisory principles and practices.
- Secretarial and administrative office practices and procedures, including filing, business letter writing, and the standard format for typed materials.
- California trial and appellate court practices and procedures.
- Pertinent California Rules of Court, Standard California Codes, and the California Style Manual.
- The operation of standard office equipment.
- The operation of personal computers and the use of specified computer applications, such as word processing, spreadsheets, and desktop publishing.
- Correct business English, including spelling, grammar, and punctuation.
- Record-keeping principles and practices.
- Organizational policies and procedures.

Ability to:

- Plan, direct, and review the work of others on a project or day-to-day basis.
- Use initiative and independent judgment within established procedural guidelines.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines.
- Train others in policies and procedures related to work.
- Provide varied secretarial and administrative assistance to managerial and executive staff.
- Diplomatically communicate with executive-level individuals both within and outside the agency; demonstrate proper protocol when dealing with justices, court staff, and government officials.
- Apply rules, regulations, codes, and other guides in a variety of work situations.
- Accurately take minutes and transcribe dictation.
- Safely operate a variety of standard office equipment.

- Operate personal computers and use specified computer applications, such as word processing, spreadsheets, and desktop publishing.
- 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 six years of legal secretarial experience that included two years organizing and coordinating secretarial and administrative support functions for managers.

OR

Two years as a Lead Judicial Secretary or three years as a Judicial Secretary II in the judicial branch.

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