

## **SUPREME COURT RECORDS SUPERVISOR**

### **DEFINITION**

Under general supervision, provides day-to-day coordination and supervision of assigned staff and performs specialized work related to records management, production, and mail services for the Supreme Court; performs related work as assigned.

### **CLASS CHARACTERISTICS**

This supervisory-level class is responsible for ensuring that effective records management services are provided for the Supreme Court. The incumbent supervises 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. The incumbent also independently performs a variety of specialized work associated with production and mail services.

### **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.
- Develops and coordinates shift schedules, ensuring availability of staff and quality work production; maintains leave and attendance records for assigned staff.
- Distributes calendar briefs.
- Maintains list of all cases returned to courts of appeal.
- Maintains list of records sent to archives.
- Keeps inventory of office supplies.
- Organizes file, records, supply and storage rooms.
- Provides for processing and timely distribution of all agency incoming and outgoing mail.
- Consults with clients on issues related to their needs and work requests.
- Interfaces with vendors to ensure quality of service provided to the agency and resolve concerns related to equipment and mail delivery.
- Develops and updates written guidance that provides information and suggestions for staff using the agency's copy, production, and mail services.
- Coordinates schedule for shredding of confidential materials.
- Coordinates delivery of paper to staff.
- Maintains a log of service calls for clerk's office equipment.
- Prepares periodic and special reports.
- Responds to requests and complaints from staff and clients.
- May be required to use a vehicle to transport equipment, supplies, and people to meetings and conferences off-site.

## **WORKING CONDITIONS**

Must be available to work overtime and on weekends and holidays.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including selection, work planning, performance review and evaluation, and employee training and discipline.
- Records management procedures.
- Copy, production, mail processing, and general clerical practices.
- Problem-solving and conflict resolution methods and techniques.
- The operation of standard and specialized office equipment.
- Correct business English, including spelling, grammar, and punctuation.
- Record-keeping principles and practices.
- Safety principles, practices, and equipment related to the work.
- The operation of personal computers and the use of specified computer applications, such as word processing and spread sheets.

### **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.
- Provide and coordinate copy, production, mail processing, and general clerical support.
- Develop and implement assigned programs, policies, and procedures for an entire organization.
- Use initiative and independent judgment within general policy guidelines.
- Operate personal computers and use specified computer applications, such as word processing and spreadsheets.
- Safely operate a variety of standard and specialized office equipment.
- Lift and move equipment, boxes, etc. weighing up to 60 pounds.
- 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:**

May require possession of a valid California driver's license.

### **Education and Experience:**

Equivalent to graduation from high school and three years of experience in records maintenance, mail processing, production copying, and coordinating clerical and office support that included at least one year as a supervisor.

OR

Two years as a Senior Office Technician with the judicial branch.