STATE OF CALIFORNIA
Judicial Branch
Judicial Council of California

Class Code: 3017 / 3021
Band/Grade/Subgrade: B31 / B32
FLSA Status: Non-Exempt (B31), Exempt (B32)
Established: January 1, 2016
Revised: September 1, 2020

Administrative Support Supervisor I/II

JOB FAMILY DEFINITION

This classification falls within the Administrative Support Job Family, encompassing a range of work in which incumbents are responsible for providing clerical and general administrative support to management, staff, programs, and/or projects. This class specification represents the type and level of work performed recognizing that specific work assignments may differ from one unit to another and from one incumbent to another.

CLASS SUMMARY

This is a supervisory class. Incumbents assigned to Administrative Support Supervisor I are responsible for providing day-to-day supervision of two to three Judicial Council administrative support staff. Incumbents assigned to Administrative Support Supervisor II are responsible for providing day-to-day supervision of four or more Judicial Council administrative support staff.

DISTINGUISHING CHARACTERISTICS

The Administrative Support Supervisor class is distinguished from other classifications in the Administrative Support Job Family in that it supervises Judicial Council staff, and assigns, reviews, and evaluates work to ensure it is performed consistent with policies and procedures. In addition, a primary purpose of this class is to serve as a technical subject matter expert in administrative and clerical support activities.

Incumbents assigned to Administrative Support Supervisor I positions are responsible for the supervision of two to three Judicial Council staff. Incumbents assigned to Administrative Support Supervisor II positions are responsible for the supervision of four or more Judicial Council staff.

The Administrative Support Supervisor may oversee a high volume of work, representing a significant dollar value to the Judicial Council.

EXAMPLES OF ESSENTIAL DUTIES *(The duties listed are illustrative only and represent the core areas of responsibilities; specific position assignments will vary depending on business needs.)*

- Supervises the day-to-day activities of one or more administrative support units; reviews and approves work products; develops, recommends, and implements operating policies and practices; develops, recommends, and implements work processes and sets standards.
- Plans, organizes, assigns, supervises, reviews, and evaluates the work of assigned staff.
- Recommends selection of staff; provides training and development; conducts performance evaluations; and participates in the administration of discipline, as required.
- Ensures work is performed in compliance with Judicial Council, state and federal laws, policies, and procedures.
- Calculates, reviews, monitors, reconciles, and tracks budgets, expenses, purchase orders, and other financial records; approves payments, as assigned.
- Supervises the collecting, organizing, formatting, and storage of data and records.
- Oversees, assigns, and/or composes, edits, proofs, and formats complex correspondence, reports, presentations, forms, and other documents.

- Compiles and analyzes information related to performance of work unit, assigned function, and/or resource needs.
- Represents the work unit, its function, and performance to customers inside and outside of the organization.
- Performs other duties of a similar nature and level as assigned.

EXAMPLES OF POSITION SPECIFIC RESPONSIBILITIES *(Illustrative Only)*
Responsibilities across incumbents in this classification are covered in the "Examples of Essential Duties" list. While incumbents assigned to this classification may access, maintain or use function-specific tools and/or perform specific administrative support supervisory tasks aligned with one work unit, the general description of the work tasks involved in this class do not vary significantly and therefore no position specific duties are noted.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Associate's degree, and three (3) years of progressively responsible administrative support experience, including some experience in area(s) of assignment (such as logistics/event planning, accounting, writing/editing, and/or database/spreadsheets), with one (1) year of previous supervisory experience. *Additional directly related experience and/or education may be substituted on a year-for-year basis.*

OR

Two years as an Administrative Coordinator or three years as an Administrative Specialist with the Judicial Council or two years of experience performing the duties of a class comparable in the level of responsibility to that of an Administrative Coordinator or three years of experience performing the duties of a class comparable in the level of responsibility to that of an Administrative Specialist in a California Superior Court or California state-level government entity and a) completion of training courses on topics related to effective supervision within 6 months of promotion; or b) one year of previous supervisory experience.

LICENSING AND CERTIFICATIONS

- None

KNOWLEDGE OF

- Supervisory principles, practices and techniques;
- Organizing, prioritizing, assigning, and monitoring multiple work activities to meet critical deadlines;
- Business methods, principles, and practices;
- Modern office procedures and administrative support methods;
- Proper English grammar, punctuation, and spelling;
- Business math concepts;
- Customer service principles;
- Filing and recordkeeping principles and records management methods;
- Program area, as assigned;
- Basic budget administration, as assigned;
- Basic procurement practices, as assigned;

- Event, conference, and meeting planning and logistic practices, as assigned;
- Databases and software applications, as assigned;
- Applicable business equipment and desktop applications; and
- Applicable work rules and policies.

SKILL IN

- Supervising, monitoring, training, and evaluating staff;
- Coordinating deadlines, prioritizing competing demands, and assigning work;
- Facilitating group discussions and building consensus via persuasive reasoning;
- Exercising political acumen, tact, and diplomacy with internal and external stakeholders and clients;
- Compiling data, developing recommendations, preparing/reviewing/editing complex documents, reports, forms, and presentations;
- Identifying errors and coaching others to make corrections;
- Overseeing the organization and maintenance of records and files;
- Administering a budget and expenditures;
- Providing attention to detail;
- Maintaining confidentiality of records and information;
- Providing customer service;
- Utilizing a computer, relevant software applications, and/or other equipment as assigned;
- Effectively communicating; and
- Maintaining effective working relationships with colleagues, customers, and the public.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

The Judicial Council is an equal opportunity employer. The Judicial Council will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, walking, reaching, standing, grasping, pushing, pulling, lifting, fingering, kneeling, crouching, stooping, seeing, hearing, talking, and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents generally work in a typical office environment with adequate light and temperature. The Judicial Council will make all reasonable efforts to minimize the need for employees to travel by taking advantage of virtual conferencing tools as much as possible. However, positions in this class may require local and statewide travel as necessary.

Please Note: *The Judicial Council classifies work based on organizational need. The distinguishing characteristics, essential duties and minimum qualifications described in this specification relate to the body of work required and not to the attributes of an incumbent assigned to perform the work.*