

Administrative Assistant I/II

Definition

Under general supervision of the Court Executive Officer, incumbents perform a variety of clerical and administrative support functions of a routine to moderately complex nature. Primary duties include the processing of financial and statistical records, preparation of documents and records, and other duties related to the clerical and administrative operations of the Superior Court.

Distinguishing Characteristics

Administrative Assistant I is the entry-level classification of this series. Incumbents perform routine to moderately complex administrative and clerical tasks under close to moderate supervision. Positions at this level are typically focused on learning court procedures, administrative systems, and departmental operations. This level is characterized by structured assignments, reliance on established guidelines, and regular direction from higher-level staff. Employees at this level are expected to develop proficiency in administrative support functions and demonstrate growth toward more independent work.

Administrative Assistant II is the journey-level classification in the series and is distinguished from the entry level by the ability to perform a broader range of more complex administrative duties with minimal supervision. Incumbents exercise greater independent judgment, handle assignments requiring knowledge of the Court's fiscal and administrative procedures and often serve as a resource to others. Employees at this level are fully trained in the scope of duties and are expected to manage tasks with a higher degree of autonomy and responsibility.

Examples of duties

Performs a range of administrative support duties, including providing technical and skilled clerical assistance to the Court Executive Officer and staff.

Collects, compiles, verifies and analyzes data to prepare statistical and financial reports using spreadsheets, databases, and word processing applications.

Compiles various source documents in support of grants, collections, claims, and requisition management functions.

Provides backup fiscal support ensuring continuity of financial and administrative processing.

Performs complex financial processing, including accounts payable, reconciliations, collections, and journal entry verification.

Oversees Law Library operations, juror and grand jury management systems, and supports jury empanelment functions.

Answers financial and information inquiries from the public, court staff and public entities.

Processes and maintains records related to facilities and maintenance projects, coordinates SWO (service work orders) with the State Judicial Branch staff and the county maintenance staff.

Processes and maintains records related to the archival of court records, onsite within the current standards of administrative and accounting procedures.

Performs other job-related duties as assigned.

Classifications Supervised

None.

Judgment and Responsibility

Incumbents work under direction of the Court Executive Officer and must exercise discretion and diligence with respect to completion of assignments and duties. Errors of judgment could result in inefficient operations of the court and have significant negative financial impacts on court operations.

Desirable Qualifications

Knowledge of:

General principles and practices of Court policies and procedures.

Office procedures, practices, and equipment.

Computer equipment, word processing and spreadsheet software.

Ability to:

Prepare clear, concise, and accurate reports and correspondence.

Establish and maintain cooperative working relationships with others, including judicial officers, supervisors, co-workers, other agency staff and the public.

Use computers and software, including the Court's case management system, spreadsheet, and database applications.

Maintain confidential information in accordance with legal standards and court regulations.
Apply a variety of policies, rules, procedures, and regulations affecting assigned duties.

Develop and streamline workflows and manage multiple competing deadlines.

Apply a variety of policies, rules, procedures, and regulations affecting assigned duties.

Training and Experience

Graduation from an accredited college or university with an associate degree or higher and any combination of training and experience would likely provide the required knowledge and abilities in qualifying. A typical way to obtain the required knowledge and abilities would be:

One or more years of experience in performing administrative duties including supporting bookkeeping and budgeting procedures, creating and maintaining databases for financial information, tracking and purchasing of office supplies, and managing incoming and outgoing mail.

Qualification guidelines for Administrative Assistant II include those for Level I position plus three years of progressively more responsible duties in a court administrative setting.

Additional qualifying experience may be substituted for the formal education requirement.

Special Requirements

Possession of a valid California Driver's License issued by the Department of Motor Vehicles.

Salary

As specified in the Court's most current salary chart.