

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

The Administrative Assistant I is the entry level classification of this series; the Administrative Assistant II is the journey level classification. The latter is distinguished from the entry level by requiring more independent judgment, the ability to perform more complex tasks with minimum supervision, and a demonstrated competence in dealing with policies and procedures of the Court's fiscal and administrative functions.

Examples of duties

Works closely with the Court Executive Officer and staff and assists with a variety of general administrative projects, providing technical and highly skilled clerical support.

Collects, compiles, verifies, and presents data for various statistical and financial reports.

Prepares reports using spreadsheets, databases, and word processing applications to track and evaluate information.

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

Provides backup to the Court Accountant to verify and review accounting reports, journal entries, tracks grant funds and ensures accuracy and completeness of financial records.

Provides back up to the Court Accountant to process, verify, reconcile bail, fine and fee receipts, and collection reports.

Posts transactions, reconciles accounts and processes and maintains accounting records.

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

Processes and maintains the Trial Jurors & Grand Jury software, assists the Court Clerk and the Presiding Judge with the empanelment process.

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

Processes and maintains records related to archival of court records, on site 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 the direction of 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.

Training and Experience

Graduation from an accredited college or university with an associate degree or higher and any combination of training and experience which 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 include supporting bookkeeping and budgeting procedures, create, and maintain databases for financial information, tracking and purchasing of office supplies, and managing incoming and outgoing mail.

Qualification guidelines for the Administrative Assistant II include those for the 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.