



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF MERCED**

**JOB ANNOUNCEMENT
#13-2**

**Executive Assistant-Confidential
This is an At-Will position**

OPEN RECRUITMENT

Salary Range: Executive Assistant \$1,591.20 biweekly to \$1,935.20 biweekly
(\$3,447.60 to \$4,192.93 monthly equivalent)

Filing Deadline: **4:30 p.m. February 11, 2013 Actual Receipt**

Submit: All applications for employment must be made on an official application form and must be filed with Human Resources on or prior to the closing date and time for receipt of applications. A resume may be included with the application as supplemental information, but will not be accepted in lieu of an official application. All information on the application must be completed – “see resume or see attached” is not acceptable. Faxed applications will not be accepted.

Essential Functions: **The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Prepares a wide variety of documents, reports, forms, complex correspondence, memoranda, contracts, rules and judicial decisions from rough drafts and dictation equipment; composes documents with brief instruction and direction; review and correct documents for accuracy, completeness, and conformity with applicable laws, policies and procedures.

Greets, screens and directs individuals over the phone and in person; provides information regarding policies and procedures of the court.

Handles and manages information that must remain confidential; prepares documents and records actions to be taken on sensitive matters including employee relations and bargaining information; establishes and maintains office files and records; maintains statistical information; duplicates documents, reports and other materials; assembles materials and documents needed for mailings; prepares speeches and speaking notes from direction; prepares presentations.

Schedules and coordinates events, meetings, and appointments on and off site for staff; sets-up events and meetings; contacts participants; reserves rooms on and off site; prepares notices and agendas; assembles materials and documents needed for such meetings; procures food and beverage items, serving pieces, utensils and decorations for meetings.

Coordinates phone installation and repairs, equipment installation and repair, facility maintenance projects and related remodeling activities.

Updates and maintains resource materials, various records, documents and schedules; gathers and compiles information from various statistical and narrative reports; locates

sources of information; devises forms to secure data and determine proper format for finished reports.

Interprets and explains the proper procedures in filing complaints against judicial officers and mediators.

Performs a variety of related secretarial and administrative tasks; responds to requests for information; gathers background information; conducts research on a variety of issues; receives and resolves problems and complaints; answers incoming calls; sorts and distributes mail as needed; performs related duties.

Provide lead direction to administrative support staff and interpreters.

Attend training as offered and/or directed. Travel to off-site courts, as needed.

Coordinates interpreter scheduling and related duties such as: monitoring attendance, maintaining database, following AOC interpreter guidelines. Processes interpreter claims for payment. Recommends improvements to interpreter policies and procedures and implements as directed. Researches interpreter issues and provides input to management for resolution.

Operates basic office equipment including a computer, copier, fax machine, postage machine, scanners, printers, and related equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

Education and Experience Required:

Educational level equivalent to a high school diploma or GED and five years of legal secretarial work experience. OR Two (2) years of work experience as a Court Administrative Assistant II, providing administrative support in a legal setting that includes organizing and coordinating secretarial and administrative support activities for executive management.

Knowledge of:

- Business and legal correspondence;
- Word processing, spreadsheet and database software applications;
- General office practices and equipment;
- Filing and record keeping methods;
- Customer service, receptionist and telephone techniques;
- Establishment and maintenance of filing and record-keeping systems;
- Correct English usage, spelling, grammar, and punctuation.
- Basic accounting principles and practices

Ability to:

- Understand and interpret written policies and procedures;
- Understand and follow written and oral instructions;
- Organize and prioritize own work in order to meet deadlines;
- Establish and maintain effective working relationships with those contacted in the course of the work;
- Communicate effectively, orally and in writing;
- Read and write at a sufficient level to perform work. Type accurately at a speed sufficient to perform the duties of the position;
- Resolve complex administrative problems;
- Understand and use a variety of business computer software including word processing, spreadsheet and database applications;
- Apply office procedures and rules;
- Prepare a variety of general and statistical documents and correspondence;
- Draft correspondence from brief instructions;
- Maintain confidentiality of information;
- Provide administrative and clerical support to judicial officers and management;

- Operate standard and modern office equipment.

Additional Functions:

Provides assistance to other employees or departments as needed.
Performs other related duties as required

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Apply:

Applications may be obtained from and submitted to:
Merced Superior Court
Human Resources
627 W. 21st St., Room 20
Merced, CA 95340
(209) 725-4103

Or from our Website www.mercedcourt.org

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Merced Superior Court is an Equal Opportunity Employer