

# **SUPERIOR COURT OF CALIFORNIA COUNTY OF PLUMAS**

**Invites Applications for the Position of**

## **Executive Administrative Assistant (Confidential)**

**Open Recruitment**

**Approximate Monthly Salary: \$5,508.54-\$6,702.52**

**Final Filing Date: Open Until Filled**

### **The Position:**

Under general supervision of the Court Executive Officer, performs a full range of complex, confidential and highly responsible administrative and secretarial tasks in support of the court executive team, which includes providing support for Judicial Officers. These duties may include human resources, fiscal, grand jury, policy, procedures, workflow analysis, facilities and other related job duties as assigned.

### **Distinguishing Characteristics**

This is the single position class that works closely with the Court Executive Officer and assists with a variety of general administrative projects, providing technical and highly skilled clerical support. Work is often of a confidential nature. 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. Work is often of a confidential nature. This position will have regular access to information relating to the Court's employer employee relations issues. This position requires an understanding of various court policies and procedures in order to interpret and apply them to a variety of situations. This is an "at-will" position, and, as such, the incumbent serves at the pleasure of the Court Executive Officer.

**Essential Duties:** Essential duties include, but are not necessarily limited to the following:

- Provide administrative support for the Court Executive Officer and judicial officers, including independent preparation of correspondence; assist Judicial Officers in the

periodic updating of Local Rules; prepare and maintain records and files; maintain calendars, schedule meetings and conferences and make travel arrangements as needed.

- Prepare agendas, meeting materials and minutes for various committees, meeting and union negotiations.
- Handle and prepare confidential information regarding personnel matters as it relates to labor relations and other matters.
- Perform duties of Deputy Jury Commissioner, including summoning, managing and paying trial jurors.
- Processes and maintains the Trial Jurors & Grand Jury software, assist the Court II/Deputy Jury Commissioner and Presiding Judge with the empanelment process.
- Processes and maintains records related to facilities and maintenance projects, coordinates Service Work Orders (SOW).
- Coordinate and schedule interpreters for court proceedings.
- Backup for coordinating and scheduling pro tem court reporters.
- Assists CEO with the activation /deactivation of key card locks for court access readers.
- Prepare and process judicial payroll affidavits, receive and distribute judicial paychecks and benefit information received from the State.
- Make training/conference travel reservations and prepare expense/reimbursement claims for judicial officers.
- Track judicial officers' vacation leave balances.
- Track judicial activities in order to assure coverage; process requests for assigned or temporary judges; maintain assigned judges' calendar.
- Perform clerical work in support of Civil Grand Jury recruitment/selection process; prepare and maintain list of Grand Jury members; assist in impaneling Grand Jury each year.
- Prepare a wide variety of legal documents including judicial decisions, rulings and other documents as needed.
- Assist with fiscal duties, which may include payroll, accounts, payable, accounts receivable and grant management.
- Assist with human resource duties, which may include recruitment, benefits or other related areas.
- Assist with Court web site management.
- Filing Officer for annual From 700 Statement of Economic Interests filings for judicial officers.
- Court contact for facility issues with Judicial Council and the County of Plumas.
- Prepare and assist with various projects including researching, compiling reports and statistics and other related work as required.
- Perform other job-related duties as assigned.

**Knowledge of:** The legal system and court procedures, practices and terminology; knowledge of office practices and procedures; knowledge of correct use of the English language, spelling, grammar and punctuation; knowledge of current office equipment including computers; letter and memo formatting; knowledge of organizing and maintaining accurate files and records; mathematic knowledge.

**Ability to:** Demonstrate a high degree of professionalism and maintain confidentiality; communicate effectively orally and in writing; demonstrate good judgment; maintain discretion and confidentiality in a variety of situations; establish and maintain cooperative working relationships with those contacted in the course of work; plan and complete work accurately and timely despite frequent interruptions; perform assignments with a minimum of direction or supervision; prepare clear and accurate correspondence and reports.

**Judgment and Responsibility:** Most duties are performed within established policies and procedures. However, an employee in this position often work independently and sometimes must make decisions in the absence of easily applied rules. Therefore, the job requires the ability to exercise discretion, tact and judgment.

**Education and Experience:** Any combination of education and work experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities required would be a High School diploma or equivalent GED and three years of secretarial or office administrative experience in a court or legal setting.

Completion of work from a law/paralegal school or major course work from an accredited college, university business school or training school that is related to the knowledge and abilities specified for this classification (24 semester units or 36 quarter units equal one year of experience) may be substituted for a maximum of two years' experience.

### **Salary and Benefits:**

- Salary is negotiable within the salary range based on education and experience.
- Vacation: 10 days, first and second years; 15 days third through seventh year; 21 days eighth year on
- Floating Holidays: 4 days (32 hours) per court fiscal year
- Sick Leave: 1 ¼ days per month
- Holidays: 13 fixed holidays per calendar year
- Health Insurance: Medical, Dental and Vision provided with Court subsidy in fixed amount based on coverage elected
- Retirement: Membership in PERS retirement plan – 2% at 62
- Deferred Compensation Plan and Supplemental Insurance: available at employee cost and election

### **Other Requirements**

- Command of all Microsoft office applications particularly Excel, Word and Outlook.
- Possession of a valid California Driver's License issued by the Department of Motor Vehicles.

- Criminal History and Background Check – Candidates are required to pass a fingerprint clearance by the Federal Bureau of Investigation and Department of Justice.

**Application Process:** It is the responsibility of the applicant to ensure delivery of the completed application, resume and cover letter either (1) by email to [pschr@plumas.courts.ca.gov](mailto:pschr@plumas.courts.ca.gov); (2) in person between the hours of 8:00 a.m. and 3:00 p.m., or (3) by mail to:

Superior Court of California  
County of Plumas  
520 Main St., Room 104  
Quincy, CA 95971  
ATTN: HR

- Faxed applications are not acceptable
- An application without signature; cover letter; resume; or sufficient detail will constitute failure of the first step of the application process and the application will be rejected.

**\*Court applications are available on the website or can be picked up at the Courthouse.**

**Selection Process:** The selection process will consist of an application, resume and cover letter. Each application, resume and cover letter will be reviewed and only the most qualified applicants, based on the information presented, will be invited to participate further in the examination process. The examination process will include an oral interview and may include a performance exam.

**The review of applications and scheduling of interviews will remain open on a rolling basis until all positions are filled. Only the most qualified applicants will receive an invitation to interview.**

**\*If you require accommodations in the examination/interview process, please contact Court Administration at (530)283-6016 at least five (5) days before a scheduled interview/examination\***