



Senior Support Assistant

Class Code:
4871

Bargaining Unit: Service Employees International Union

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
Established Date: Apr 1, 1994
Revision Date: Feb 3, 2009

SALARY RANGE

SEE SALARY SCHEDULE

JOB DESCRIPTION:

JOB DEFINITION

Under general supervision, to perform and/or to lead a variety of clerical activities in support of court programs such as interpreter services, jury services, calendar coordination, or exhibits custody; and to perform other related duties as assigned.

DISTINGUISHING FEATURES

Senior Court Support Assistants are distinguished from Court Support Assistants in that the senior level class functions in a lead capacity over a small section and/or requires a substantial amount of technically specialized knowledge or skills.

EXAMPLES OF DUTIES:

NOTE: The following are duties performed by employees in this classification; however, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all listed duties.

1. Assures jurors are available as needed by court; reviews and evaluates questionnaires of potential jurors; notifies potential jurors of dates of appearance and changes in schedule; evaluates and processes requests for release or deferral of jury service; contacts jurors for service; conducts jury roll call and orientation; responds to potential juror inquiries regarding such matters as length of jury service and reasons for being excused from service; records attendance and mileage of jurors; processes handwritten juror payroll.
2. Assigns, trains, reviews and schedules work of others.
3. Recruits, orients and coordinates court interpreters; makes arrangements for interpreters as needed for court; Applies the provisions of the MOU governing labor relations between the court

and the employee interpreters to deployment procedure and maintains current documentation on use of non-certified and non-registered interpreters.

4. Inputs, maintains and retrieves information from computer; maintains database records; completes forms, records and correspondence; prepares materials for mailings; approves documents needed to process fees for service; opens, sorts, and distributes mail; sets up and maintains files, tickler systems, and lists.

5. Receives, verifies and issues receipts for custody, safekeeping, release and disposal of court exhibits; stores exhibits to assure that they are readily obtainable; supervises inspection of exhibits by legally authorized persons; transports or arranges for transport of exhibits to trial departments, Appellate and Superior Courts.

6. Consults with judges on case assignments, case calendaring, status of cases, department and judge availability; solves calendar conference problems and conflicts; tracks and monitors cases; consults with attorneys regarding continuances and setting cases for status and settlement conferences and for trial and other calendar matters; answers inquires regarding case history; prepares various case and calendar management reports.

7. Responds to inquires regarding actions taken and procedures in area of assignment.

8. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education:

Graduation from high school or its equivalent.

And

Experience:

The equivalent to three years of full-time technical and clerical experience in a law office or court environment related to area of assignment

SPECIAL REQUIREMENT:

Ability to lift up to 25 pounds

Employees shall have an assigned location, and may be required to travel to multiple court locations in one day, in accordance with organizational needs.

KNOWLEDGE AND ABILITIES:

Knowledge of court procedures and protocol; modern office methods and practice; correct English usage, vocabulary, spelling and punctuation; legal terminology; operation of office equipment including personal computers; word processing and database application software; basic record keeping systems.

Ability to assign, schedule, train, and review the work of others; understand and interpret court proceedings, rules and procedures; apply office procedures and rules; operate standard office equipment; use word processing and database software applications; maintain logs, files, and other office records; compile routine reports; organize and prioritize work assignments; understand and follow written and oral directions; maintain confidentiality of information.

CLASSIFICATION HISTORY:

Date established: 4/94

Revised: 06/16