



Court Secretary

Class Code:
4828

Bargaining Unit: Unrepresented - Management

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
Established Date: Apr 1, 1994
Revision Date: Jul 19, 2019

SALARY RANGE

SEE SALARY SCHEDULE

JOB DESCRIPTION:

JOB DEFINITION

Under general supervision, to perform a variety of difficult and complex general and legal secretarial and clerical duties for Judges, Commissioners, Referees, Executive Office staff and others; and to perform other related duties as assigned.

DISTINGUISHING FEATURES

The classification of Secretary is a fully experienced class that performs the full range of secretarial duties in the Executive Office of the Court. It is distinguished from the classification of Senior Secretary in that the latter functions in a lead capacity responsible for assigning and directing the work of others.

The classification of Secretary is distinguished from Division Secretary in that the latter provides direct secretarial support to a Division Director or the Supervising Judge. It is distinguished from other clerical classes by having as its primary function document preparation and secretarial support to the Executive Office and to Judicial Officers and not document filing and processing or support to specific court programs.

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 this classification does not necessarily perform all listed duties.

1. Prepares memoranda, reports, forms, legal documents, opinions, decisions, rulings, jury instructions, and correspondence from rough drafts and dictation equipment using word processing, spreadsheet and database management software; composes correspondence from brief instructions.

2. Proofreads and checks typed and other materials for accuracy, completeness, compliance with court policies and procedures, and correct English usage, including grammar, punctuation, and spelling; enters, edits and retrieves data and prepares periodic or special reports from computer systems following established formats and menus; may create report, spreadsheet, and other formats using programmed software to meet court needs.
3. Greets and directs callers in person and over the phone; opens, sorts, and distributes mail; handles confidential information which has not yet been made public.
4. Schedules and coordinates meetings and appointments for staff; coordinates Judges lunches, dinners, and special meetings; arranges special events and functions; prepares notices and agendas; assembles materials and documents needed for meetings.
5. Establishes and maintains office files and records; maintains statistical information; orders supplies, books, and equipment; maintains inventory of office supplies.
6. Updates and maintains various lists, documents, and schedules; gathers and compiles information for various reports.
7. Copies documents, reports, and other material, assembles materials and reports for mailings.
8. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Experience:

The equivalent to three years of secretarial experience in a court or legal environment.

KNOWLEDGE AND ABILITIES:

Knowledge of modern office methods and practices; correct English usage, grammar, spelling, vocabulary and punctuation; business office correspondence; proper use of modern office machines and equipment; work processing software applications; record keeping systems.

Ability to type accurately at a speed sufficient to perform the duties of the position; apply office procedures and rules; prepare a variety of general and legal documents and correspondence from rough drafts and dictation equipment; maintain confidentiality of information; schedule and arrange appointments and meetings; operate standard office equipment.

CLASSIFICATION HISTORY:

Date established: 4/94

Date revised: 4/99 (Exempt)

Title Change and Increase in Salary by 5% each step: 07/19/2019 -CE