



Division Secretary, Confidential

Class Code:
4826

Bargaining Unit: Alameda County Management Employees
Association

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
Established Date: Apr 1, 1994
Revision Date: Dec 15, 2008

SALARY RANGE

SEE SALARY SCHEDULE

JOB DESCRIPTION:

JOB DEFINITION:

Under general supervision, to perform a wide variety of difficult and complex secretarial and clerical duties; to provide administrative support to management staff and Judicial Officers; and to perform other related duties as assigned.

DISTINGUISHING FEATURES:

Division Secretary, Confidential is a fully working level class that performs the full range of secretarial duties in one of the divisions of the Court. Division Secretary, Confidential is distinguished from Senior Division Secretary, Confidential in that the latter is responsible for an assigned technical area and functions in a lead capacity responsible for assigning and directing the work of others.

Division Secretary, Confidential is distinguished from Court Secretary in that the latter works in a secretarial pool and provides secretarial and clerical support to Judicial Officers and the Executive Office.

Division Secretary, Confidential is distinguished from Division Assistant in that the latter has duties involving a large variety of administrative professional tasks

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. Prepares memoranda, reports, forms, correspondence and other documents from rough drafts and dictation equipment using word processing, spreadsheet and database management software;

composes correspondence and documents from brief instructions; prepares agendas, attends meetings, takes and transcribes notes or minutes.

2. Proofreads and checks drafts 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; creates macros, forms, report, spreadsheet, and other formats using programmed software to meet court needs.

3. Greets, screens and directs callers in person and over the phone, often personally handling those originally intended for the administrator or Judge; provides information requiring knowledge of administrator's particular area of responsibility; opens, sorts, screens, prioritizes, and distributes mail, attaching pertinent correspondence and other relevant data for reference.

4. Relieves management staff and Judicial Officers of administrative details by routinely and independently performing administrative support tasks such as researching operating problems; responds to inquiries from outside vendors, general public, Court or County representatives; answers procedural questions relating to payroll/personnel matters.

5. Handles confidential information which has not yet been made public; records actions to be taken on sensitive matters based on a thorough knowledge of court and division policies; releases information to authorized parties, attorneys, and the press as appropriate.

6. Schedules and coordinates meetings and appointments for staff; sets up meetings, contacts participants, reserves rooms, prepares notices and agenda, and assembles materials/ documents needed for such meetings; arranges special events.

7. Establishes and maintains office files and records; maintains statistical information; orders supplies, books, and equipment; maintains inventory of office supplies; copies documents, reports, and other material; assembles materials and reports for mailings.

8. Updates and maintains various lists, documents, and schedules; gathers and compiles information for various statistical and narrative reports, locating sources of information, devising forms to secure data, and determining proper format for finished reports; may assist in budget preparation and in maintaining financial controls throughout the year.

9. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Experience:

The equivalent to three years of full-time experience as a secretary in an administrative, 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; word processing, spreadsheet and database software applications; and record keeping systems.

Ability to type accurately at a speed sufficient to perform the duties of the position; 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 from rough drafts and dictation equipment; draft correspondence from brief instructions; organize and prioritize work load; complete work under time deadlines; maintain confidentiality of information; schedule, and arrange appointments and meetings; and operate standard office equipment.

CLASSIFICATION HISTORY:

Date Established: 4/94

Date Revised: 2/99