



# *Superior Court of California*

## *County of San Francisco*

Administrative Office, 400 McAllister Street, Room 205, San Francisco, CA 94102

## **EMPLOYMENT OPPORTUNITY**

### **COURT ADMINISTRATIVE SECRETARY**

(Class Code 491C)

The San Francisco Superior Court (the Court) invites applications from organized, highly motivated, and detail-oriented individuals interested in providing secretarial and administrative support for Court executive management and judicial officers. This position requires excellent writing, customer service, administrative and interpersonal skills to work under the general direction of the Chief Administrative Officer. This individual will help support the executive office, engage with the public and other government agencies, and must be able to answer phones and emails, coordinate multiple priorities and meet deadlines.

This selection process is being conducted in accordance with San Francisco Superior Court Personnel Rule 4. An eligibility list will not be established.

**FINAL FILING DATE:**      **4:00 PM, October 3, 2023**

**COMPENSATION:**      \$3,219.49 to \$3,913.45 biweekly (\$83,707 to \$101,750 annually)

The Court offers a generous benefits package including a variety of health and dental insurance plans, a contributory retirement plan, a deferred compensation savings program, paid vacation, sick leave, floating holidays and holiday pay.

#### **POSITION OVERVIEW**

##### **Examples of Duties:**

- Serves as primary administrative staff support for the executive office and judicial officers.
- Performs a variety of office management, administrative support, legal clerical support, and facilities support assignments.
- Performs public information and relations assignments, including receiving office visitors and telephone calls, providing comprehensive information on Court policies, rules of the Court, Court functions, and Court procedures.
- Assists Court visitors with procedural and administrative matters.

- Schedules and coordinates meetings, events, and appointments; schedules hearings for matters not requiring a formal setting.
- May coordinate assigned responsibilities with calendaring and scheduling staff.
- Prepares a wide variety of legal documents, which includes administrative documents, legal decisions, judges' orders, and court calendars.
- Prepares charts and graphic representations of information, administrative documents, and agenda materials for meetings.
- Prepares and submits activity reports and reports required by other government agencies.
- Performs special projects and prepares reports, correspondence, and informational materials.
- Facilitates purchasing procedures.
- Reports and coordinates the response to facilities related issues.
- Provides support for assigned committees and organizations.
- Assists with budget tracking of administrative projects.
- Establishes and updates various record keeping processes; maintains and updates files and databases.
- Gathers, organizes, and summarizes a variety of data and information.
- May serve as lead for other staff on a variety of projects.
- Performs other job-related duties as required.

Work is performed in an office environment; continuous contact with judicial officers, other staff and the public.

Typical Physical Requirements: Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

### **REQUIRED QUALIFICATIONS**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

At least three years of responsible work experience performing a variety of administrative, legal, and office support work, including substantial experience in a public contact position, preferably including experience working with a Court system.

### **DESIRABLE QUALIFICATIONS**

Graduation from an accredited college or university with a bachelor's degree is highly desirable.

Knowledge of:

- Superior Court of California, County of San Francisco policies, rules, and regulations.
- Laws, rules, and regulations affecting Court operations and functions.
- Superior Court of California, County of San Francisco, functions such as Civil, Criminal, Probate, Juvenile, Family Law, and related local rules of the court.
- Court procedures, legal documents, and legal terminology.
- Establishment and maintenance of files and information retrieval systems.

- Modern office management methods and procedures.
- Public and community relations.
- Purchasing methods and procedures.
- Proper English usage, spelling, grammar, and punctuation.
- Principles of lead direction, work coordination, and work scheduling.
- Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint).
- Software applications related to administrative work.

Ability to:

- Perform a wide variety of complex and specialized administrative and legal support for the Superior Court of California, County of San Francisco, and executive staff and/or judicial officers.
- Interpret, explain, and apply a variety of Court System policies, rules, and regulations.
- Provide lead direction, work coordination, or supervision for other support staff.
- Work with considerable independence and initiative while exercising good judgment in recognizing scope of authority.
- Prepare and process a variety of legal documents.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare clear, concise, and accurate records and reports.
- Prepare administrative and informational material.
- Take and transcribe notes of dictation and meetings.
- Deal tactfully and courteously with the public, representatives of other agencies, and other Court staff when explaining the functions and policies of the Superior Court of California, County of San Francisco.
- Maintain confidential information when required by legal or ethical standards.
- Communicate clearly and effectively orally and in writing.
- Establish and maintain cooperative working relationships with judicial officers, attorneys, litigants, executive management, court staff and the general public.

### **HOW TO APPLY**

Interested individuals must apply online and include a valid email address where the applicant can receive future correspondence regarding this position. Interested applicants must submit ALL the following items:

- Superior Court of California, County of San Francisco, online employment application (fully completed). The link to the online application is available on the Court's website at <https://sf.courts.ca.gov/general-information/human-resourcesemployment>.
- Resume.
- Statement of qualifications, limited to one page, only explaining why the applicant is interested in the position and is qualified to perform the duties described herein. This one-page statement should succinctly describe the relative education and experience that is applicable to this position.

The preparation of the application, including the resume and statement of qualifications, is very important to the selection process. It is recommended that applicants review the information in this announcement and on the application very carefully. Once the application has been submitted, it cannot be corrected, changed, or resubmitted. **All applications must be submitted online by the final filing date and time indicated in this job announcement.**

## **SELECTION PROCESS**

### **Initial Screening:**

Complete application packages received by the final filing date and time will be evaluated to determine if the applicants meet the minimum qualifications. The Court will further evaluate these documents and may interview only those applicants it deems may best meet the needs of the Court. Not all applicants will receive an interview.

### **Oral Interview:**

If necessary, selected applicants will be interviewed to determine their relative knowledge, abilities, and skill levels in job related areas. If interviews are scheduled, it is anticipated that they will be held in October 2023.

Qualified applicants with disabilities requiring reasonable accommodation to participate in the selection process should complete the relevant section on the employment application.

## **OTHER APPOINTMENT INFORMATION**

Employment is subject to security clearance. Any false statement or omission of material fact may cause forfeiture of employment. Information presented on employment applications, resumes, and attachments and during the selection process is subject to verification. Employees are prohibited from engaging in activities which conflict with the interests of the Superior Court of California, County of San Francisco.

Immigration laws require that all employees hired after November 6, 1986, must provide proof of work eligibility. At the time of appointment to a position, all applicants must possess a valid Social Security number and will be required to present original documents which verify citizenship or legal alien status as well as identity (such as a social security card and driver's license, or a green card and a driver's license, or a valid U.S. passport).

THE SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO, IS AN EQUAL OPPORTUNITY EMPLOYER. APPLICANTS SHALL NOT BE FAVORED OR DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, ANCESTRY, CITIZENSHIP, AGE, MARITAL STATUS, PHYSICAL DISABILITY, MENTAL DISABILITY, MEDICAL CONDITION, SEXUAL ORIENTATION, GENETIC INFORMATION, UNION ACTIVITY, POLITICAL AFFILIATION, OR OTHER NON-MERIT FACTOR.

*For questions on the above information, contact the Human Resources Office  
of the Superior Court of California, County of San Francisco,  
(415) 551-0381.*

*This announcement and the online application are available at  
<https://sf.courts.ca.gov/general-information/human-resourcesemployment>.*