

STATE OF CALIFORNIA

COURT OF APPEAL, FOURTH APPELLATE DISTRICT, DIVISION ONE

750 B STREET, SUITE 300

SAN DIEGO, CALIFORNIA 92101

Web site: www.courtscs.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: ADMINISTRATIVE SPECIALIST II (Budget and Facilities)

JOB ID#: 6197

LOCATION: San Diego, California

The California Court of Appeal, Fourth Appellate District, Division One, located in downtown San Diego is recruiting for a talented Administrative Specialist II who will organize, direct, and coordinate various judicial administrative support services including the court's budget, business services, security, and facility functions.

The successful candidate will be a resourceful problem-solver, possess a high level of attention to detail, be a team player working as an integral part of the administrative team, and committed to interacting professionally and courteously with court staff, outside vendors, and court partners.

The Court strives for employee work-life balance and includes substantial vacation and holiday time. In addition, we offer an excellent benefits package including pension, medical, dental and vision coverage, flexible spending accounts, \$130 monthly stipend towards public transit commuting costs, and retirement savings plans.

This is an in-person position that reports to the Assistant Clerk/Executive Officer. Hybrid work options may be considered after an initial training period, with ongoing supervisor approval, and when court business needs allow.

RESPONSIBILITIES

- Works with court management in the preparation and implementation of the court's budget; monitors the court's budget; reviews and approves various vouchers for court expenditures, including travel reimbursement for judges and administrative staff; maintains basic accounting records; deposits court fees; works with the Judicial Council to assure compliance with state and Judicial Council budget directives.
- Analyzes and reviews requests for and procures equipment, supplies, and services; selects products and vendors, as necessary, through a bidding process; manages inventory.
- Works with court management to develop, implement, and maintain the court's health and safety policies and procedures.
- Coordinates facility and space planning; coordinates internal moves.

- Coordinates a variety of facilities management functions including liaising with property management company, monitoring facilities conditions, identifying problems, issues, and damage, and requesting repairs.
- Coordinates and prepares special management reports and studies on a variety of topics; may assist in the analysis and implementation of appellate judicial projects having state-wide impact; initiates ideas and develops proposals relating to court administrative policy.
- Attends meetings and presents on budget or facilities-related topics; conducts staff training and new employee orientations.
- Works with other appellate court administrative personnel, including the Clerk/Executive Officer, the IT department, librarian and Managing Attorney to assure operational efficiency.
- May provide lead direction and work review to assigned staff.
- Other duties as assigned to assist the court to meet operational needs.

WORKING CONDITIONS

- Must be available to work after business hours and on weekends and holidays when after-hours facilities issues arise.
- May be required to travel statewide as necessary.

MINIMUM QUALIFICATIONS:

Applicants must have at least the following:

Administrative Specialist II: Equivalent to a bachelor's degree, preferably with major course work in court, public or business administration, and three years of experience organizing and coordinating administrative programs and/or projects, preferably including one year in the court system.

Additional directly related experience may be substituted for the education on a year-for-year basis. Additional directly related college-level education may be substituted for the experience on a year-for-year basis.

DESIRABLE QUALIFICATIONS

Experience in facilities operations, accounting/financial record keeping, and knowledge of governmental accounting principles and procedures. Knowledge of automated accounting systems and PC applications including MS Word and Excel. Should possess strong organizational and problem-solving skills, the ability to work in a team environment, initiative, and dependability.

HOW TO APPLY:

To ensure consideration of your application for the earliest round of interviews, please apply by 5:00 p.m. on April 5, 2024. The position will remain open until filled.

To complete an online application, please click the APPLY FOR JOB button.

Include **ONLY** the following items in your application packet:

- Cover Letter
- Completed online Job Application
- Resume

The Fourth District Court of Appeal provides reasonable accommodation to applicants with disabilities who request such accommodation. Reasonable accommodation needs should be requested through Human Resources at (415) 865-4260. Telecommunications Device for the Deaf (415) 865-4272.

PAYMENTS & BENEFITS

\$7,145 - \$8,685 per month (\$85,740 - \$104,220 per year)

Salary is based on qualifications and experience.

Highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 14 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- Up to \$130 per month for qualified commuters
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect program

EQUAL OPPORTUNITY EMPLOYER

The Court of Appeal, Fourth Appellate District is an Equal Opportunity Employer.