



# Executive Assistant

Class Code:  
4837

Bargaining Unit: Unrepresented - Management

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA  
Established Date: Apr 1, 1994  
Revision Date: Aug 8, 2016

## SALARY RANGE

SEE SALARY SCHEDULE

## JOB DESCRIPTION:

### JOB DEFINITION:

Under general supervision, to provide a variety of complex, confidential, and highly responsible analytical and support services for the Executive Officer and Presiding Judge or their designees; and to perform other related duties as assigned.

The Executive Assistant must be willing to travel and work throughout the Court locations within Superior Court of California, County of Alameda, and to the work sites of Court partners or Court functions, in support of Court programs and events; as well as occasionally work outside of normal business hours.

### DISTINGUISHING FEATURES:

This is a single class position which reports directly to the Presiding Judge or designee. It is distinguished from other administrative, secretarial, and analyst classes because of the special, highly confidential assistant relationship to the top executives of the Court and by the combination of the complex and independent analytical, administrative and secretarial support responsibilities.

## 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. Organizes, coordinates, and schedules meetings, conferences, special events and appearances for judges; prepares agendas and materials; takes, edits and distributes minutes.
2. Coordinates and prepares judicial coverage schedule; develops and maintains database

records; contacts and notifies judicial officers of coverage assignments.

3. Researches, analyzes, and recommends rules, procedures, and policies; summarizes documents; prepares statistical analyses, reports, and spreadsheets; writes and edits reports of findings.

4. Participates in the development of new or revised programs, systems, procedures and methods of operation; prepares analyses and monitors the effectiveness and results of new initiatives.

5. Plans, organizes and conducts administrative studies and operational research, including court improvement projects.

6. Researches and answers requests for a variety of information; handles complaints regarding judicial officers, court staff, and operations; answers press inquiries; prepares press releases.

7. Screens phone calls to Executive Officer, personally handling most matters not requiring policy decisions of superiors; sorts, screens, prioritizes and routes mail; composes and prepares responses.

8. Sets up and maintains files for Presiding Judge and Executive Officer; prepares a variety of documents; makes travel arrangements; maintains trust funds; arranges speaking engagements; designs and prepares forms, flyers, invitations, and other documents.

9. Coordinates and participates in special projects and committees at request of Presiding Judge or Executive Officer.

10. Routinely works with sensitive and confidential materials.

11. Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

### **EXPERIENCE:**

(May meet one of the following 3 Options)

#### **OPTION I**

The equivalent to four years of full-time clerical, administrative, analytical, supervisory or legal support experience that included heavy interaction with the public, preferably in a Court or law-related environment.

#### **Or OPTION II**

Possession of an associate's degree from an accredited college or university in a related field.

AND

The equivalent to three years of full-time clerical, administrative, analytical, supervisory or legal support experience that included heavy interaction with the public.

**Or OPTION III**

Possession of a bachelor's degree from an accredited college or university in a related field.

AND

The equivalent to one year of full-time clerical, administrative, analytical, supervisory or legal support experience that included heavy interaction with the public.

Desired Qualifications

Proficiency with Microsoft Office software programs, including Word, Excel, Visio, PowerPoint and Outlook.

**KNOWLEDGE AND ABILITIES:**

*Knowledge of* research methodology; report writing; administrative and statistical analysis; office and administrative practices and procedures, including records and database management; strong interpersonal and communication skills; organization and function of the California trial court system. Incumbents work under direction to perform most duties within pre-established policies, procedures, standards and legislation. However, incumbents must often work independently and occasionally make decisions in the absence of easily applied rules. The work requires the analysis and evaluation of problems with available alternative solutions and may involve development of new techniques and procedures.

*Ability to* prepare and deliver effective oral and written presentations; write in a detailed, clear, and professional style; administer projects and operations consistent with policies and goals; work effectively under the pressure of deadlines, conflicting demands and emergencies; prioritize assignments and meet deadlines; establish and maintain working relationships with all levels of Court staff, members of the public, and judicial officers; understand, interpret and apply laws, rules and regulations; prepare and evaluate narrative and statistical data and reports; identify needs, analyze problems, and implement solutions; maintain sensitive and confidential information; facilitate meetings; and provide a full range of administrative support.

**CLASSIFICATION HISTORY:**

Date established: 4/94

Revised: 8/8/2015 gc/lk, 5/14/2018 nv