



The Superior Court of California, County of Amador
Invites Applications for the Position of

ADMINISTRATIVE LEGAL SECRETARY

\$14.44 - \$20.38 per Hour
30-40 hrs/wk

Final Filing Date – June 22, 2009 @ 5:00 pm

(Recruitment and/or hours for this position are subject to change based on budgetary reasons.

Applicants will be notified of any changes.)

POSITION SUMMARY

This clerical position performs complex and confidential legal secretarial work for judges and court administrators; coordinates department office management and support functions; maintains legal files and prepares legal documents; performs budget and fiscal record keeping; pulls and maintains the Judges' daily courtroom calendars and informs appropriate individuals of changes; is responsible for placing filed documents into file; records recusals or disqualification of judges, preparing appropriate documents and updating the case management system as appropriate; issues, files and maintains search warrants; may serve as the Grand Jury Secretary; and may act as the liaison for the Juvenile Justice Commission.

Examples of Duties:

1. Coordinates court reporters and court interpreters for court duty/appearances
2. Transcribes court opinions, decisions and rulings from drafts, dictation recordings or transcripts and facilitates pro per orders made in court
3. Performs difficult and complex legal secretarial and clerical work involving the use of considerable independent judgment and the maintenance of a high degree of confidentiality
4. Prepares and/or processes memoranda, correspondence, reports, forms and legal documents: prepares computer spreadsheets
5. Screens incoming calls and visitors, and screens mail to insure appropriate correspondence is submitted to the judge
6. Performs general secretarial and clerical work as required, including but not limited to maintaining files and records, preparing and maintaining calendars, making travel arrangements, scheduling and making arrangements for meetings, copying and filing documents, and entering computer data.
7. Maintains court records and files, such as records of court-appointed counsel and experts.

REPORTING RELATIONSHIPS

Reports to Court Executive Officer and works under the direction of the Judges and CEO.

MINIMUM POSITION REQUIREMENTS

Education:

Associate of Arts (AA) degree or paralegal certification preferred

Experience:

At least two years of responsible legal secretarial, office, or administrative support work. Special training and education in legal secretarial related fields are highly desirable. Court experience a plus.

Knowledge:

- Basic legal terminology, forms, and procedures.
- Modern office practices and procedures.
- General budget and fiscal record keeping.
- Requirements for completing and filing legal documents and record keeping procedures.
- Receptionist and telephone techniques.
- Arbitration process and Grand Jury.

Special Skills/Equipment:

- Strong written and oral communication skills including an ability to write thoughtful and concise memoranda; use of correct grammar and spelling; and the ability to follow oral and written directions.
- Independent preparation of correspondence, maintenance of calendars, scheduling of meetings and conferences, travel arrangement preparation, and review of documents submitted to the Court to ensure completeness, accuracy, and compliance with legal and procedural requirements.
- Maintenance of files and law library.
- Preparation of minutes and agendas for meetings and committees.
- Intermediate to advanced skills in word processing, spreadsheet, and in court case management systems.
- Use of office equipment, including computers, telephones, calculators, copiers and fax.
- Ability to type accurately at the speed of 45 words per minute.
- Take dictation at a conversational speed.
- Ability to work independently; maintain confidentiality and use sound judgment in performing court-related duties.
- Ability to establish and maintain effective working relationships with others.

Physical Requirements:

Must be able to sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; ability to lift boxes of stored documents weighing up to 20 pounds; ability to work under demanding conditions.

INDIVIDUALITY AND ACCOUNTABILITY:

Works independently. Prioritizes workload and projects to ensure tasks are performed in accordance with predetermined deadlines.

WORKING RELATIONSHIPS AND CONTACTS:

Establish and maintain cooperative working relationships within the organization with emphasis on team building (both with peers and management); ability to demonstrate interpersonal and communication skills dealing with the public and other agencies; work in a high visibility, high volume environment.

COMPENSATION AND BENEFITS

- The salary range for the Administrative Legal Secretary position is \$14.44 - \$20.38 per hour. Placement within the salary range is based on qualifications and experience.
- The Court offers a health, vision, dental and life insurance package or cash payment in lieu of benefits.
- Generous paid time off (vacation and holidays).
- The Court pays the employees' portion of PERS (PERS 2% at 55).

APPLICATION AND SELECTION PROCESS

Complete an Amador Superior Court application form and submit along with your resume to:

**Amador Superior Court
500 Argonaut Lane
Jackson, CA 95642
Attn: Human Resources**

Email: gsetter@amadorcourt.org

Telephone: 209-257-2682 Fax: 209-257-2677

*Application can be downloaded from the Amador Superior Court Website at
www.amadorcourt.org*

***Filing Deadline:** The final filing deadline for the Administrative Legal Secretary position is 5:00pm on June 22, 2009. However, the Court reserves the right to extend the application deadline if sufficient qualified applications are not received by 5:00pm on this date.

Selection Process: The selection process is subject to change. Applicants will be notified if changes are made. A screening panel will select a number of the most highly qualified applicants. Those selected by the panel will be invited to an interview. Position will remain open until filled. Those selected for an interview will be notified by phone and those not selected for an interview will be notified by letter. If you believe you have a disability that would make it difficult to participate in any portion of the recruitment process and would require reasonable accommodation, contact the Amador Superior Court at 209-257-2682.