



**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF MONO**

<b>Job Title:</b>	<b>Executive Assistant</b>						
<b>Reports To:</b>	Court Executive Officer						
<b>FLSA/Representation Status:</b>	Exempt / Confidential, Non-Represented						
<b>Salary Range:</b>	68A \$4,346	68B \$4,564	68C \$4,792	68D \$5,031	68E \$5,283	68F \$5,547	68G \$5,824
<b>Prepared Date:</b>	07/08/2022						
<b>Approved By:</b>	Lester Perpall, CEO <i>LP</i>						
<b>Approved Date:</b>	07/13/2022						
<b>Job Description</b>							
<p><b>Summary:</b> Under general direction, this confidential, management level position performs a full range of complex, confidential, and highly responsible support services for the Court Executive Officer/Jury Commissioner and Judicial Officers; and performs other related duties as required. This position is filled by appointment and serves at the will and pleasure of the Court Executive Officer.</p> <p><b>Essential Duties and Responsibilities:</b> Include the following. Other duties may be assigned:</p> <ul style="list-style-type: none"> <li>• <i>Judicial / CEO Assistant</i> <ul style="list-style-type: none"> <li>○ Organizes, coordinates and schedules meetings, conferences, trainings, travel, special events, and appearances for court personnel. Prepares correspondence and other documents using word processing, spreadsheet and database management software; proofreads and suggests edits as requested. Greets, screens and directs court users; opens, sorts, screens and distributes mail. Coordinates alternate Judicial Officer needs through the Reciprocal Judge Assignment and Temporary Assigned Judges Programs. Reviews various directives including new legislation and provides overview, analysis, and suggested court response.</li> </ul> </li> <li>• <i>Deputy Jury Commissioner</i> <ul style="list-style-type: none"> <li>○ Assists CEO in their capacity as Jury Commissioner: handles a variety of trial and grand jury administrative matters, including civil grand jury coordination, trial jury panel selection and management software, summoning trial jury panels, paying summoned jurors after trial, and related tasks.</li> </ul> </li> <li>• <i>Human Resource Assistant</i> <ul style="list-style-type: none"> <li>○ Assists CEO in their capacity as human resources manager: handles recruitment ads, candidate interview and testing, new employee orientation, scheduling of performance reviews, providing benefit information to employees, maintaining employee personnel files and attendance records, generates personnel action forms, prepares and distributes employee timesheets to the County Payroll</li> </ul> </li> </ul>							

Department, is primary contact person for all worker's compensation claims. Reviews and ensures compliance with personnel-related legislation, Rules of Court, and personnel policies. Works closely with management team on personnel-related matters.

- *Law Librarian*
  - Organizes and maintains the ordering, receipt and shelving of the Court's Law Library.
- *Interpreter / Court Reporter Coordinator*
  - Coordinates and tracks court interpreter and reporter services and maintains a scheduling system for court employees and contractors.
- *Phone System Coordinator*
  - Administrator for the VoIP Phone system. Manages and maintains phone accounts for all employees and the outgoing message system.
- *Court Vehicle Coordinator*
  - Maintains Court's fleet of vehicles through scheduling maintenance, cleaning, and official court use.
- *Access Control / Key Card Coordinator*
  - Administrator of the Access Control security and key card system for the entire Court.
- *Purchasing / Accounts Payable Coordinator*
  - Responsible for all purchasing and initial contact for all accounts payable. Works closely with the Fiscal Department to ensure that appropriate and timely payments are being made to all vendors. Tracks inventory of office and janitorial supplies and reorders as necessary.

The above duties and other duties as assigned may require occasional travel to the court's north county branch in Bridgeport.

**Judgment and Competency:** Receives minimal direction; frequent need to exercise independent judgment; has the ability to multi-task while still able to pay extensive attention to detail.

**Qualifications, Education and Experience:** Any combination of training and experience that would be likely to provide the required knowledge, skills, and abilities; but preference for any administrative and secretarial experience in a court, multi-attorney law office, other government office or a business setting. Demonstrable knowledge of research methodologies, report writing, basic statistical applications, and modern office methods and procedures; English usage, grammar, spelling vocabulary, and punctuation; business office correspondence; use of office machines and equipment; word processing, spreadsheet, and database management software. Ability to communicate orally and in writing with judicial officers, other elected and appointed officials, attorneys, court staff, the public and others; handle sensitive and confidential information; identify and analyze problems and recommend solutions; compose reports and correspondence; type at a corrected speed of 60 words per minute; schedule and arrange appointments and meetings, and prepare and

edit minutes thereof; exercise discretion and independent judgment; be tactful and diplomatic in all situations.

**Certificates, Licenses, Registrations:** Valid California driver's license.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to talk or hear. The employee is regularly required to use hands to use a personal computer, and to finger, handle, or feel, and to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.