



Superior Court of the State of California County of Mariposa

EMPLOYMENT OPPORTUNITY

Court Executive Assistant

SALARY: \$70,821.92 – 86,080.80/year
\$5,901.71 - \$7,173.26/month

APPLY BY: OPEN UNTIL FILLED

Please note: There is currently one upcoming vacancy to be filled at this time

An Equal Opportunity Employer

DEFINITION

Under general direction of the Court Executive Officer, assists in planning, organizing and directing all or a significant part of the Court's non-judicial activities and operations and, upon request, assists in providing judicial support services. Acts for the Court Executive Officer during absences. This position provides direct support to the Court Executive Officer and Judicial Officers and, under the direction of the Court Executive Officer, is responsible for program development and coordination, directing strategic initiatives of the Court and planning for Court activities in both operations, administrative and judicial support areas of the Court. This position is distinguished from the Court Supervisor in that the latter is responsible for one or more functions of operational units of the Court. This position has overall management authority and responsibility for all non-judicial operations of the Court and is distinguished from the Court Executive Officer position in that the latter has overall administrative authority of all Court operations, including judicial and non-judicial. This position exercises direct and indirect supervision over the Administrative Assistant position and may assist in the supervision and management of workload and clerk staff in the absence of the Court Supervisor and Court Executive Officer.

SUPERVISION RECEIVED AND EXERCISED

This position is appointed by and serves at the pleasure of the Court Executive Officer.

ESSENTIAL JOB FUNCTIONS:

- Assists the Court Executive Officer in planning, organizing, directing, and reviewing the non-judicial operations and administration of the court.
- Assists the Presiding Judge and other judges in establishing and implementing rules, policies, and procedures and provides judicial support services upon request.
- Assists with the development and implementation of management systems, information and record keeping systems and related management controls.
- Manages assigned staff, directly and through subordinate supervisors, performs a broad range of general supervisory, training and personnel duties.

- Coordinates the activity of the assigned functions with other county departments, state, and local agencies, the public and media.
- Upon request, develops policies and procedure to carry out some or all of the non-judicial functions of the Court or a major program area.
- Reviews, evaluates and interprets anew legal requirements, laws, and legislation affecting Court programs and develops procedures to carry forward changes.
- Provides a wide variety of records, report, correspondence, contracts and related written materials.
- Conducts strategic initiatives of the Court.
- Assists in the planning and organization of the fiscal operations and functions of the court including, but not limited to, statistical research and analysis, budget preparation, financial planning, audits, processing and balancing of financial documents, preparation of accounts payable/receivable and transfers between accounts, purchasing, payroll, revenue accounting and collections.
- Represents the Court Executive Officer and Judicial Officers as assigned.

OTHER JOB-RELATED DUTIES

Performs related duties and responsibilities as directed.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in court administration, public or business administration or a closely related field. Increasingly responsible management or supervisory experience in a court or legal setting may be substituted for college education.

Experience:

Four years of responsible administrative and secretarial experience in a variety of administrative areas which has included compilation and analysis of financial or budgetary data. At least two years of the four years experience must include work in an administrative, supervisory, or paralegal position.

Knowledge of:

- Principles, practices, organization, and functions of Superior Court administrative systems, including knowledge of programs, services and procedures.
- Basic bookkeeping and accounting practices.
- Legal responsibilities, functions, and procedures of the Court in all areas of the law.
- Clerical, financial, and legal record keeping practices.
- Public and community relations.
- Legal terminology, forms, and procedures.

Ability to:

- Carry out all administrative clerical duties required by the Judicial Officers or Court Executive Officer.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Establish and persuasively communicate both orally and in writing.

- Plan, direct, and supervise the work of subordinate employees.
- Analyze codes, legislation, and procedures and determine the impact on Court operations.
- Comprehend the relationship of a wide variety of court procedures and policies.
- Ensure that assigned projects are completed in a timely manner.
- Establish and maintain professional and cooperative working relationships with judicial officers, governmental officials, supervisors, employees, clients, county departments and criminal justice agencies.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk, or otherwise move within the court; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment, including computers, telephones, calculators, copiers, and fax; lift boxes of stored documents weighing up to 30 pounds.

THE SELECTION PROCESS

All interested applicants must fill out a Job Application and respond to the items on the Supplemental Questions

In order to assist us in the selection process, please be sure your application includes a copy of your resume, which describes your educational training, as well as your relevant work experience.

The attached Supplemental Questions is designed specifically for this recruitment and must accompany the regular application in order to be considered for this position. Applications received without the required supplemental information run the risk of being screened out of the selection process.

The selection process will begin with a review of the application and resume to determine whether minimum qualifications are met.

If you meet the minimum qualifications, a competitive evaluation of education, training, and experience will be performed.

Employment is subject to a background, credit check, and a Live Scan. 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 Mariposa.

The information contained herein does not constitute either an expressed or implied contract or offer of employment, and these provisions are subject to change.

HOW TO APPLY: To be considered for the earliest round of interviews, please apply by January 25, 2024, however this position will remain open until filled.

To obtain Mariposa Superior Court's employment application, please visit our website at: <https://www.mariposa.courts.ca.gov/general-information/employment>

Mariposa Superior Court's Website: <http://mariposacourt.org>

OR

Please contact:

Judicial Council of California
Human Resources
ATTN: Atul Bector
Ph (415) 865-7983| atul.bector@jud.ca.gov

Please email employment application and resume to:

Judicial Council of California
Human Resources
ATTN: Atul Bector
Ph (415) 865-7983| atul.bector@jud.ca.gov

Please be careful in filling out your prior work history in Section 15 of the application. Show the starting and ending dates (month and year) for each job listed and the number of hours per week that you worked.

Section 13 and 15 of the application must include sufficient information to show that you meet the minimum qualifications described in the job bulletin for the position for which you are applying.

A resume is to be attached, however, applications where the prior work history section is not completed may be returned as incomplete.

**EXECUTIVE ASSISTANT
SUPPLEMENTAL QUESTIONS**

Name _____

Address: _____

Telephone: _____

INSTRUCTIONS TO APPLICANT:

This supplemental requires you to prepare narrative descriptions of your relevant experience and capabilities. In answering the questions that follow, describe your most relevant experience, education or other background that demonstrates that you possess these particular qualifications.

We are asking you to go through this process to enable us to give you full credit for all relevant accomplishments. We recommend that you complete the form over a period of time.

Only those candidates demonstrating the best job-related qualifications will be invited to continue in the selection process. Therefore, it is to your advantage to complete this form thoroughly and accurately.

Responses such as "see resume" or "see application" will NOT be evaluated. A separate sheet of paper may be attached.

I, the undersigned, understand that all information provided herein is subject to verification and is true to the best of my knowledge and ability.

Signature

Date

**EXECUTIVE ASSISTANT
SUPPLEMENTAL QUESTIONS**

Your response to the following questions must be typed or printed. Please limit your response to approximately one-half page or less for each question

1. Describe the planning, development, and implementation of a major project for which you had primary responsibility.

2. Describe your work experience performing in a lead or supervisory role.

3. Describe your experience researching and analyzing complex legislation, legal statutes, and operational implementation.

4. Describe your knowledge and experience in fiscal and budgetary management and control.

5. A leader must be equipped with a set of competencies necessary to perform his/her role. Please choose one competency you believe is most important for someone in a leadership position to possess and then describe how you model that competency.

6. It is critical to work in an organized manner, to be able to reprioritize at any given moment, and still meet critical deadlines. Please indicate your experience working in this type of environment.

7. Describe your experience in researching a problem or subject in question, summarizing your research in a report, and making recommendations based on that research? Describe an example from your experience including how you approached gathering your research, sources and/or resources used, and the results of your recommendations.

8. Describe your experience you have with accounts payable or other accounting related work? Describe your accounts payable experience or other accounting experience including what you did, how often you did it, and how much experience you have. Also discuss your experience with creating and maintaining spreadsheets; include how you would rate your skill level with Excel or other spreadsheet software (basic, intermediate, advanced, or power user) and why