

**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF CALIFORNIA**

Job Title:	Executive Administrative Secretary	CL- 25
Occupational Group:	Administrative Court Support	

Job Summary

The Executive Administrative Secretary to the Clerk of Court and Chief Deputy Clerk provides administrative and technical support to ensure the smooth and efficient management of the office, and provides office assistance in accordance with approved internal procedures and policies. In addition, administrative support positions at this level perform a wide variety of administrative functions often in multiple program areas in the court unit.

The Executive Administrative Secretary to the Clerk of Court and Chief Deputy Clerk position is located in the clerk's office.

Representative Duties

- Prepares executive correspondence, reports, form letters, legal documents and other materials, from dictation, rough copy, or own notes for the Clerk of Court and Chief Deputy Clerk's review and signature. Maintains correspondence control records and PACER Quarterly Exempt Usage Reports. Maintains office reference materials, such as administrative manuals (including Local Rules and Administrative Procedures), bulletins, etc. Signs routine correspondence for the Clerk of Court as authorized. Prepares, proofreads and edits materials prepared by others for the Clerk of Court's signature for accuracy, proper grammar, and spelling.
- Assists the Clerk of Court and Chief Deputy Clerk in preparing presentations, which may include researching potential topics, planning, designing and evaluating presentations. These presentations are delivered at a variety of official national and regional conferences.
- Assists in maintaining and updating the office's website by contributing content and design assistance, including the post judgement interest rate.
- Performs receptionist duties by greeting visitors/clients in person and on the telephone, answering routine questions, and directing visitors/callers to the appropriate person or department. Provides assistance to the public, as authorized, while maintaining the confidentiality of sensitive matters. Assists with community outreach projects.
- Maintains calendars, arranges travel, and prepares travel vouchers for the Clerk of Court. Audits and reviews travel vouchers, maintaining the office's travel credit cards, ensuring that policies and procedures are followed.
- Develops standard office procedures and provides guidance to other administrative support staff in the performance of their duties. Organizes and maintains the office and filing systems. Coordinates general activities in the immediate office, including arranging for equipment and facilities maintenance and ordering supplies.
- Receives, prioritizes, and routes all incoming materials from within the court to appropriate individuals in the office. Receives, screens, and routes incoming and outgoing mail to appropriate persons or offices; and, processes mail requiring special handling.

- Schedules appointments, arranges meetings and other events, including notification to participants and logistical coordination. Disseminates communications to appropriate managers, executives and peers and follows up on action items to ensure a comprehensive and coordinated response, where required.
- Assists with coordinating conferences, meetings, and court ceremonies. Assists in the preparation of agendas; act as secretary for meetings, preparing materials, taking and distributing minutes of proceedings.
- Performs cash out/deposit reconciliation clerk duties, as needed, at the close of the business day. Accurately logs, balances and secures collected bankruptcy receipted funds, in the deposit box, on a daily basis.
- Maintains a list of qualified persons who agree to serve as mediators in contested matters and adversary proceedings pending before the court.
- Serves as liaison to judges' chambers and all other court support units, as well as the Administrative Office and the Federal Judicial Center. Acts as the primary contact for visiting judges and coordinates the use of the visiting judge's courtroom.
- Other duties as assigned.

Factor 1 – Required Competencies (Knowledge, Skills, and Abilities)

Administrative Management

- Knowledge of secretarial and administrative principles, practices, methods, and techniques in a legal environment. Skill in administrative matters such as file maintenance, record-keeping, reporting, and preparation of presentation material. Skill in recognizing and analyzing administrative problems and recommending alternatives and solutions. Skill in assisting with planning, organizing, and handling logistical arrangements for meetings, conferences and events. Ability to follow detailed instruction, multitask, and prioritize. Skill in organizing own work. Skill in negotiating to resolve problems. Ability to deliver quality work products.
- Skill in gathering, researching and analyzing data. Skill in preparing reports and presentation materials. Skill in creatively presenting ideas and information.

Court Operations

- Knowledge of court's organizational structure, roles, responsibilities and operations. Knowledge of judiciary policies set forth in the *Guide to Judiciary Policies and Procedures*. Knowledge of various court administrative processes, policies, and procedures. Ability to use court operations and legal terminology. Knowledge of judiciary audit standards and stewardship principles. Knowledge of federal court operations, functions, and organizational structure. Knowledge of the *Guide to Judiciary Policies and Procedures*, the *Human Resources Manual*, and of internal controls guidelines. Ability to apply the court's policies, procedures, practices, and guidelines related to office. Knowledge of federal and local rules.
- Knowledge of legal documents and terminology. Knowledge of federal rules and local court rules, policies, procedures, and protocols, including the court's policies and guidelines related to travel authorization. Skill in interpreting and applying relevant policies and procedures to clerk's office operations.

Human Resources

Ability to learn specialized subject matter areas. Skill in issue identification and problem resolution. Ability to analyze complex problems.

Training

- Ability to learn training resources, practices, and standards. Knowledge of training design and layouts. Skill in working with the Clerk of Court on training material requests. Skill in developing presentation materials and training aids. Ability to work independently, with minimal direction or oversight. Ability to anticipate and respond to changing priorities.

Finance

- Ability to learn judiciary policies, practices, regulations related to financial administration (such as travel expense reimbursement and cash out and deposit reconciliation).

Judgment and Ethics

Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

Written and Oral Communication/Interaction

- Ability to interact effectively and appropriately with the public, providing customer service and resolving difficulties while complying with regulations, rules, and procedures. Ability to interact tactfully with a wide variety of people. Skill in writing, editing, and proofreading of documents for spelling, grammar, punctuation, style, abbreviations, and correct legal citation formats. Skill in designing and drafting educational aids. Ability to communicate effectively (orally and in writing) to individuals and groups to provide information. Ability to communicate with parties and answer procedural questions without providing legal advice. Skill and accuracy in data entry and performing numerical calculations.

Information Technology and Automation

- Knowledge of and skill in using office procedures and a variety of office equipment and applications, such as word processing, email, spreadsheets, automated case management systems, presentation software, and other computer-based systems used by the court or office. Ability to meet established deadlines and commitments.
- Skill in using a multi-line telephone efficiently and in a timely manner. Skill in using a cash register. Skill in using automated systems and equipment to review dockets and documents.

Factor 2 – Primary Job Focus and Scope

- The primary focus of the job is to perform a variety of administrative and technical activities, ensuring strict accuracy and adherence to the applicable policies, regulations and protocols. Thus, the incumbent has an impact on the entire office and court. The Executive Assistant to the Clerk of Court and Chief Deputy Clerk's work affects the court unit official's interactions with outside agencies, the attorneys practicing before the court and the public. Implementation of administrative procedures and policy matters affecting the court impacts, judges, their staffs, outside agencies, vendors, the bar, litigants and the public. The Executive Assistant to the Clerk of Court and Chief Deputy Clerk contributes to the mission of the office by providing quality service in a professional, courteous and efficient manner. This position is thus the "face" of the Court to much of the public and therefore can influence the public image of the court.
- The Executive Assistant to the Clerk of Court and Chief Deputy Clerk ensures accuracy and completeness of data, quality of service, and compliance with internal controls, government requirements, regulations, and policies. The work of this position affects the entire court unit.
- Errors in cash out and deposit reconciliation could result in personal liability of the Clerk of Court and could cause a variety of administrative problems.

Factor 3 – Complexity and Decision Making

- The tasks performed are complex and involve a great deal of analytical thinking and decision-making, and are dictated by the operations and activities of the court unit. Decisions are based on thorough knowledge of standard procedures or work policies. Most aspects of the work require high skill levels and present challenges in handling a variety of persons, problems and subject areas. The Executive Assistant to the Clerk of Court and Chief Deputy Clerk resolves problems, questions, and daily court service issues based on thorough knowledge and experience with applicable policies, practices, and guidelines.
- The job involves gathering and analyzing information and preparing presentations for a variety of national and regional conferences. The tasks performed take some time to learn and the governing policies and procedures and may vary daily. Judgment is often exercised in planning and executing projects, setting priorities, maintaining confidentiality and handling situations and persons tactfully.

Factor 4A – Interactions with Judiciary Contacts

The primary judiciary contacts are judges and chambers staff, peers, and clerk's office staff, other unit executives, Administrative Office and Federal Judicial Center personnel, and staff of other courts for the purpose of providing and receiving information.

Factor 4B – Interactions with External Contacts

The primary external contacts are the bar, public, vendors/contractors, the media, law enforcement and governmental agencies for the purpose of exchanging information, providing customer service, assisting with the court's administrative activities and transactions.

Factor 5 – Work Environment and Physical Demands

Work is performed in an office setting, and may occur at off-site meeting locations or temporary duty stations. Some lifting may be required.