

# Superior Court of California, County of Yuba

## Administrative Analyst

Classification Code		FLSA Status	EEO Status	Represented/Unrepresented	Date Created/Revised	
Court Code:	UMC Code: 5001a	Non-Exempt	Administrative 5000 Series	Confidential - Unrepresented	Created: Jan. 1, 2008	Revised:

**CLASSIFICATION DEFINITION:** Under general supervision, performs a wide variety of advanced journey level, complex and responsible clerical, administrative and judicial support duties within the court's executive offices and Chambers. These duties may include human resources, fiscal, program support and evaluation, grand jury, policy, procedures, workflow analysis, facilities, public information and systems. Provides backup assistance and support to the Executive/Judicial Secretary as required.

**DISTINGUISHING CHARACTERISTICS:** This is the entry and journey level of the Administrative Analyst series. This is a generalist class series where incumbents perform professional level administrative and programmatic research/development analysis on which the court can make organization, budget, staffing and program decisions. The class is distinguished from the higher level of Senior Administrative Analyst in that the latter is the advanced journey level class and incumbents have responsibility for leading, assigning and reviewing work of Administrative Analysts and/or performing more difficult, complex and specialized duties. This class describes more varied administrative support services than described in other specialized administrative classes in the area of human resources, budget, and public information services.

**REPRESENTATIVE DUTIES:** *(The following functions and tasks are performed by most assigned incumbents, but other related functions and tasks may also be performed.)*

- Prepares, types, proofreads a variety of documents from instructions, drafts, or dictation.
- Prepares and maintains records and files.
- Provides information to the public, employees, and officials calling or visiting the Court Executive Offices.
- Acts as a receptionist, answers telephones, routes calls, takes messages, greets and directs visitors, may maintain schedules and make appointments.
- May serve as Executive/Judicial Secretary during times of absence.
- Prepares and distributes calendars and files to judges, court staff and bailiffs, as required.
- Emails calendar/judicial assignments for next business day to judges, court staff and bailiffs; notifies other applicable agencies.
- Makes travel arrangements for judicial, executive and court staff.
- Schedules interpreters for court proceedings; inputs information into CIDCS system; tracks interpreter usage for grant purposes.
- Processes incoming at-issue memoranda in family law cases; sets trial dates and sends notices.
- Tracks judicial activities in order to assure coverage in the event of a judicial absence.
- Contacts appropriate County departments or outside vendors when facilities services, janitorial services, etc. are required.
- Monitors central supply cabinets within the Chambers area; re-orders supplies as necessary.
- Receives, sorts and routes executive and judicial mail.

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- Receives, inventories, and distributes shipments of books, office supplies or equipment ordered by executive or judicial officers.
- Processes and tracks small claims and limited jurisdiction appeals.
- Assists in the conduct of personnel and recruitment activities, including, but not limited to: receiving applications, preparing correspondence, scheduling interviews, arranging written test, reserving test facility, receiving applicants upon arrival for interviews and having them complete paperwork, administering practical test, preparing interview binders, maintaining recruitment records.
- Researches and records statistical and analytical information, drafts reports concerning such information for both internal (court management) studies and external (Administrative Office of the Courts) surveys.
- Assists with grand jury impanelment, budget and final report, including tracking responses.
- Assists with grant writing, tracking, expenditures, and preparing progress and final reports.
- Exercises creativity and initiative in preventing potential problems, obviating emergent problems, and resolving extant problems.
- Assists in the completion of specialized studies and research assignments, exercises sound business judgment in recommending and implementing the manner and process of completing such assignments.
- Assists executive staff with fiscal duties which may include budget, payroll, accounts payable, and accounts receivables.
- Assists executive staff with statistical reporting and analysis.
- Operates a computer and a variety of other office equipment.
- Performs other related work as required by business needs.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of policies, procedures and activities of the Court as they pertain to the performance of duties.
- Knowledge of correct use of English language, spelling and grammar.
- Knowledge of modern office methods, practices, procedures and equipment, including computers.
- Basic arithmetic.
- Ability to establish and maintain effective working relationships with those contacted in the course of work, including judges, attorneys, other state and county agencies and court departments.
- Ability to organize and prioritize work assignments in a timely manner, including those with concurrent deadlines and short time deadlines.
- Excellent written and oral communication skills.
- Ability to communicate tactfully and effectively with people of diverse socio-economic backgrounds and temperaments, some of whom may be hostile.
- Ability to maintain confidentiality of information.
- Business data processing principles and applications related to court case management and record-keeping and the use of word processing or personal or on-line computing equipment.
- Ability to prepare clear, concise, and accurate reports and correspondence after receipt of only brief directions.
- Ability to prepare, maintain and reconcile various fiscal, accounting, payroll, personnel, statistical and numerical records; performing detailed fiscal office support work accurately.

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- Perform general office/administrative support duties, or (if assigned) technical, specialized, complex or difficult Court, legal, or business office/administrative support work.
- Understand Court, legal, and business documents; extract and draft reports from relevant information contained in such document.
- Exercise initiative and sound judgment within established guidelines.

### **MINIMUM QUALIFYING EDUCATION, TRAINING, AND WORK EXPERIENCE:**

Minimum education requirement equivalent to graduation from high school or GED, an associate's or bachelor's degree is desirable; and work experience as set forth below:

#### **Three years as:**

- An employee in a private or public financial and/or human resources administrative setting; with either training/education or work experience in an accounting, financial, and/or human resources function; or
- Court Clerk II or Executive/Judicial Secretary with either training, education or work experience in accounting and/or human resources; and/or similar court administrative experience in other trial court jurisdictions.

or

#### **Two years as:**

- Court Clerk III or Executive/Judicial Secretary with either training, education or work experience in accounting and/or human resources; and/or similar court administrative experience in other trial court jurisdictions.

**JUDGMENT AND RESPONSIBILITY:** 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 the occasional development of new techniques and procedures. Erroneous decisions or failure to achieve objectives may result in serious delays and/or consideration expenditure of resources. Incumbents do not typically lead or supervise the work of others.

**OTHER REQUIREMENTS:** Must possess and maintain a valid California driver's license or the ability to obtain and maintain alternate modes of transportation, which meet the travel and other job-related requirements of this position. Must pass a detailed background and/or criminal history check, be bondable, and pass drug screening if required by the Court.

**ESSENTIAL/NON-ESSENTIAL FUNCTIONS ARE PERFORMED WITHIN THE FOLLOW WORK ENVIRONMENT AND INVOLVES THE FOLLOWING PHYSICAL ACTIVITY:** Must be able to work in close proximity to others and to function in an environment with a noise level that is typical of court surroundings. Intermittently, and on occasion continuously, throughout the day required to sit and

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look at computer screen; operate office machinery such as a calculator; keyboard data into JALAN, typewriter, scanner, copier, fax, and printer; speak on a telephone; bend, squat, kneel, and reach above and below shoulders to move or manipulate supplies; and, climb up and down stairs as necessary; lift, move, carry and otherwise manipulate files, papers, and supplies weighing up to 30 pounds.

**REASONABLE ACCOMMODATION:** If you need reasonable accommodation to participate in recruitment activities or to perform the essential functions of this position, please contact the court's Human Resources Department representative.

*The Superior Court of California, County of Yuba is an equal opportunity employer.*