

EXECUTIVE ASSISTANT, JUVENILE JUSTICE COMMISSION

DEFINITION

Under general direction, to organize, direct, and coordinate the administrative functions of the Juvenile Justice Commission; to attend Commission meetings, prepare minutes, and maintain official records of Commission proceedings; to perform a wide scope of administrative and office support work; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for the position which has responsibility for performing a variety of administrative support functions for the Juvenile Justice Commission. Responsibilities include attending Commission meetings, preparing minutes, and maintaining official records of Commission proceedings.

REPORTS TO

Unified Family Court Judge and Chairperson, Juvenile Justice Commission

CLASSIFICATIONS SUPERVISED

This is not a supervisory class.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Organizes, coordinates, and performs a variety of administrative support functions for the Juvenile Justice Commission; assists with development of the Commission agenda, ensuring proper publication and distribution of meeting notices; attends Commission meetings, preparing and distributing minutes and maintaining official records of meeting proceedings and actions; schedules speakers for Commission meetings; attends special meetings related to juvenile justice issues and develops minutes; orients new Commissioners regarding administrative functions, issuing and maintaining controls on parking permits and keys; distributes Commission members' checks; works closely with student and youth members of the Commission, providing a variety of information about Commission functions and responsibilities; compiles and distributes reports from Commission investigations; confers regularly with Commission members regarding Commission business and administrative functions; receives disclosure petitions from attorneys and schedules disclosure hearings; prepares and distributes hearing calendars; performs a wide scope of office support functions; represents the Commission with other Court units, other government agencies,

and the public.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office and public meeting environment; continuous contact with Commission members, judicial officers, attorneys, litigants, other staff and the general public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Functions and operations of the San Francisco Court System and the Juvenile Justice System.
- Laws, regulations, legislation, operations, rules, policies, and procedures affecting the business of the Juvenile Justice Commission.
- Legal terminology and legal procedures and documents related to juvenile justice.
- Preparation and maintenance of Commission agenda, minutes, and official records.
- Public and community relations.
- Computers and software used in administrative support work.
- Record keeping methods and procedures.
- Principles of work planning, scheduling, and project development.

Ability to:

- Plan, organize, coordinate, and perform the administrative support functions of the Juvenile Justice Commission.
- Attend Commission meetings, take minutes, and prepare official transcriptions for adoption by the Commission.
- Perform a wide variety of complex and specialized administrative and support work.
- Interpret, explain, and apply a variety of codes, statutes, policies, rules, procedures, instructions, and regulations, related to Commission functions and proceedings.
- Develop and implement work procedures and standards.
- Analyze complex technical and administrative problems, evaluating alternatives.
- Prepare clear, concise, and accurate records and reports.
- Maintain confidential information when required by legal or ethical standards.
- Use a personal computer and appropriate software for word processing, record keeping, and Commission administrative functions.

- Effectively represent the Juvenile Justice Commission in answering questions, responding to inquires, providing assistance, and dealing with concerns from the public, community organizations, other Court staff, and other government agencies.
- Establish and maintain cooperative working relationships.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Three years of responsible experience performing a variety of administrative and legal support work, preferably including experience in working with Juvenile Justice issues.

Special Requirements:

Incumbents may be required to pass a criminal history background check. Information discovered through such a background check may become grounds for dismissal from employment.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are "at will" employment at the pleasure of the Judges of the Superior Court of California, County of San Francisco.