

STATE OF CALIFORNIA

COURT OF APPEAL, SECOND APPELLATE DISTRICT

308 South Spring Street

Los Angeles, California 90013

Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: JUDICIAL SECRETARY I/II

JOB REQUISITION: 2622

LOCATION: Los Angeles, California

OVERVIEW

The State of California, Court of Appeal, Second Appellate District located in downtown Los Angeles, is accepting applications for the position of Judicial Secretary. The individuals selected will be appointed at the level commensurate with his/her qualifications.

The Judicial Secretary provides support to appellate court justices and their secretaries, attorneys, and other research staff by performing a variety of high production secretarial and clerical tasks. The secretary serves the entire court and staff and is assigned as needed to substitute during illnesses, vacations and other absences as well as to assist with added workload assignments and special projects. May substitute for Judicial Assistant to Appellate Justices and Receptionists.

RESPONSIBILITIES

- Typing/word processing and proofreading opinions, court memoranda, and other legal documents;
- Cite checking of opinions;
- Responding to inquiries from judges, attorneys, court clerks, and others;
- Tracking cases to ensure timely preparation;
- Distributing and/or filing of draft opinions;
- Performing general office management activities; and
- Serving as a receptionist and responding to telephone inquiries.

MINIMUM QUALIFICATIONS

Judicial Secretary I: Equivalent to graduation from high school and two years of general secretarial Legal processing experience one year as an Appellate Court Records Assistant

OR

One year as an Appellate Court Records Assistant

OR

Two years as an Office Assistant II in the judicial branch.

Judicial Secretary II:

Equivalent to graduation from high school and three years of legal secretarial experience.

OR

Two years as a Judicial Secretary I in the judicial branch.

Directly related college-level course work may be substituted for required experience on a year-for year basis.

DESIRABLE QUALIFICATIONS

Ability to accurately type 55 words per minute; knowledge of correct business English and legal terminology, including spelling, grammar, and punctuation; attention to detail and accuracy; and ability to meet deadlines, maintain confidentiality, and establish and maintain cooperative working relationships with other court personnel.

Advanced computer application skills, working knowledge of Microsoft Office; a background that includes appellate court experience or knowledge of the operations, procedures and policies of the appellate courts and judicial system; ability to transcribe from dictation equipment; and knowledge of legal source materials.

HOW TO APPLY

DO NOT APPLY ONLINE

Please refer to Req# 2622 in all communications, including your application. Our official application must be completed thoroughly in order to be considered. Apply by September 1, 2006.

Please request application (enclose self-addressed envelope) and submit with a resume and cover letter to:

HR-DC
Second District Court of Appeal
300 South Spring Street
2nd Floor, North Tower
Los Angeles, CA 90013
Telephone: (213) 830-7200
(415) 865-4272 Telecommunications Device for the Deaf

OR

Court information and application forms for downloading are also available through the court web site:
www.courtinfo.ca.gov/careers/jobapp.pdf

Application forms for downloading are available on line at:
http://www.courtinfo.ca.gov/careers/search_apply.htm

PAYMENTS & BENEFITS

SALARY RANGE FOR JUDICIAL SECRETARY I: \$3,330 - \$4,048 per month
(Starting salary will vary between \$3,330 and \$3,497 per month)

SALARY RANGE FOR JUDICIAL SECRETARY II: \$3,662 - \$4,452 per month
(Starting salary may vary between \$3,662 and \$3,845 per month)

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401 (k) and 457 deferred compensation plans

- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

AN EQUAL OPPORTUNITY EMPLOYER