



CALENDAR COORDINATOR

Department: Superior Court
Job Class #: 204000
Pay Range: General 22

FLSA: Non-Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION

This is highly responsible staff support work involving the day-to-day management of the workload in Superior Court and maintains close day-to-day contact with the judicial departments. This position is under the direct supervision of the Deputy Court Administrator. An employee in this class is responsible for some or all of the job tasks listed. The employee provides the administrator with information regarding the activities of the court, reviews existing policies and procedures, and makes recommendations regarding short term and long term matters. Work is performed with considerable latitude for independent action and judgment and is reviewed periodically through conferences for effectiveness of the work. Employees in this class will provide information, but will not give legal advice or guidance.

ESSENTIAL FUNCTIONS

Maintains daily contact with each judicial department to determine schedule and availability for trial matters and other matters.

Maintains contact with attorneys and/or pro se litigants to determine which trials will be sent to departments.

Responds immediately to requests for staff/judicial coverage.

Maintains schedule of vacation requests for all courts and court commissioners. Updates and distributes as necessary.

Coordinates with those in similar position in other counties to arrange judge trades for cases which cannot be heard by local judges.

Maintains daily record of events scheduled and held and recaps to provide statistical picture of court activities.

Develops and prepares proposed calendar assignments for each department and each calendar the court maintains.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of all aspects of Superior Court.

Ability to establish and maintain effective working relationships with judges, staff, and the general public.

Ability to communicate effectively both orally and in writing.

Ability to work under stress and maintain composure when confronted with adverse criticism.

Ability to work independently without supervision.

Ability to clearly understand and communicate the governing policies set forth by the Judges Executive Committee, Presiding Judge, and Court Administrator.

Ability to exercise discretion in matters which have significant legal and ethical consequences and to be sensitive to the presence of such issues when doing the job.

Ability to use and operate a personal computer.

Ability to physically perform the essential job functions.

RECRUITING REQUIREMENTS

Graduation from a four-year college or university with major coursework in Public or Business Administration, or closely related field plus two or more years of experience directly related to the duties of the position or five years of progressive responsible work in the legal field, preferably in the court system. Additional education or experience may substitute for the recruiting requirements.