THE STATE BAR OF CALIFORNIA

OFFICE OF HUMAN RESOURCES

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CASE ADMINISTRATOR

Office: State Bar Court
Status: Exempt – General Unit
Grade: 9

ORGANIZATIONAL RELATIONSHIPS

Reports to: Court Administrator / Chief Assistant Court Counsel
Supervises: None

DEFINITION

The Case Administrator (CA) is responsible for providing independent initiative and a broad range of administrative and technical assistance in accomplishing the duties and responsibilities of the judges and manager of the State Bar Court.

MAJOR DUTIES & RESPONSIBILITIES

1. The CA oversees case management by advising judge(s) on pending matters and assisting with case flow management issues involving jurisdictional and procedural issues; advises parties on procedural and jurisdictional issues; monitors all cases, ensuring compliance with time frames, establishing rules, policies or guidelines and preparing resulting court orders and notices. In addition, the CA produces reports and statistics analyzing data and reporting on trends and achievements towards goals.
2. The CA applies rules, policies, procedures, practices and guidelines for the case processing of attorney disciplinary and regulatory cases. The CA determines the appropriate handling of case-related documents generated by the judge and the litigating parties; generates and executes notices and orders set by the judge and initiates orders for the judge's signature. The CA also assigns cases to judges, calendars court events in compliance with judicial calendaring guidelines assuring cases are disposed within proscribed Time Pendency Standards and inputs data into the case management system.
3. The CA serves as bailiff in court proceedings, administering oaths or affirmations, audio records proceedings, makes appropriate written records, takes custody of exhibits and determines the level of and makes arrangements for appropriate security.
4. The CA responds to inquiries from licensing agencies, law enforcement, general public and attorneys regarding pending and completed cases, interpreting procedural rules, general orders and policies regarding compliance and provides information, documents, correspondence and/or referrals.
5. The CA provides technical, procedural and administrative advice and assistance to judges, managers and litigants and assists with the development and implementation of new procedures or program to improve court operations.
6. The CA may perform other similar or related duties which may not be specifically

included within this position description, but which are consistent with the general level of the job and the responsibilities described.

KNOWLEDGE & SKILLS

1. Principles of planning, organizing activities, developing and implementing procedures, program, projects and policies.
2. Principles of problem identification, analysis and evaluation.
3. Legal research methods and trial principles and techniques.
4. Rules of evidence and conduct or proceedings in trial and appellate courts in California.
5. Computer information systems, including personal computer applications.
6. Principles of effective writing and verbal presentation.
7. General court procedures.

ESSENTIAL ELEMENTS / ABILITY TO

1. Possess visual capability and digital dexterity to operate a computer and other standard office equipment.
2. Make fine visual distinction upon proofreading written documents and viewing information on a computer screen.
3. Review and analyze complex written documents.
4. Communicate by telephone.
5. Communicate clearly and effectively in person and in writing.
6. Obtain and present material in oral and written form.
7. Travel by air and automobile.
8. Access, input and retrieve information using a computer terminal and other office machines.
9. Digital dexterity to assemble retrieve and replace files.

MINIMUM QUALIFICATIONS

1. Bachelor degree in an applicable field or equivalent and
2. Minimum four (4) years progressively responsible administrative experience in a judicial environment
3. Accomplished computer keyboarding skills.

Revised March 2002