

COURT TRAINING SPECIALIST

DEFINITION

Under direction, to analyze training needs; to plan, organize, develop, and conduct training programs for Court judicial officers, management, and staff; to develop training curriculum and training materials; to locate training vendors and make recommendations as to their use in the Court; to evaluate the effectiveness of training provided; to provide a variety of assistance and guidance for Court staff working in a trainee status; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for positions which are responsible for the development and conduct of training programs for Court staff. Incumbents plan and conduct a variety of training sessions and activities, provide direct assistance and guidance for staff, and work with the Director, Training in curriculum planning and development of training materials.

REPORTS TO

Director, Training

CLASSIFICATIONS SUPERVISED

This is not a supervisory classification.

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

Plans, develops, and conducts a variety of Court training programs for assigned Court staff, including classroom and on-the-job training; analyzes training needs and problem areas to develop class content; develops training curriculum and prepares training materials; provides a variety of direct assistance and guidance for Trainees, including providing help in resolving problems; tracks attendance and progress at classes and formal training sessions; maintains a current inventory of training materials and equipment; collects information on special issues; conducts studies to determine the effectiveness of training programs; prepares reports; may schedule training sessions and enroll Court staff.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; routinely and often lift and move objects weighing up to 50 lbs.; corrected hearing

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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, a classroom, courtroom and computer training center environment; continuous contact with judicial officers, training vendors, executive management, other staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Functions, organizations, programs, and policies of the Superior Court of California, County of San Francisco.
- Research and information gathering techniques.
- Project management and coordination.
- Statistical methods and analysis.
- Needs assessment and evaluation techniques.
- Development and conduct of training programs.
- Computer equipment and software used by the Superior Court of California, County of San Francisco, including specialized Court software.

Ability to:

- Plan, organize, and conduct training activities for Court staff.
- Develop training curriculum.
- Prepare a variety of training material.
- Perform a wide variety of analytical work.
- Assist Trainees with resolving problems.
- Organize and present ideas and recommendations both orally and in writing.
- Organize and conduct surveys and develop analyses of user needs.
- Gather, maintain, and analyze a variety of information regarding the effectiveness of training programs.
- Prepare comprehensive, clear reports.
- Operate a computer and use appropriate software in the performance of administrative and analytical work and the conduct of training programs.
- Effectively represent the Superior Court of California, County of San Francisco and training programs with the public, other Court staff, and other government agencies.
- Establish and maintain cooperative working relationships.
- Assist computer users with solving equipment and software problems.
- Maintain confidential information when required by legal or ethical standards.

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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 work experience in the development and conduct of training programs, preferably including experience with court functions and a court system, OR

Five years of experience as a courtroom clerk, preferably with experience in training others in such work.

Special Requirements:

An incumbent 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.