



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF TEHAMA**

COURT SERVICES ASSISTANT III

***NOTE: FROM THIS RECRUITMENT AN ELIGIBILITY LIST MAY ALSO BE CREATED**

JOB TITLE: Court Services Assistant III

SALARY: \$43,762.56 - \$53,359.48/yr. plus benefit package

CLOSING DATE: August 9, 2021 by 12:00 p.m.

TENTATIVE INTERVIEW DATE: August 16, 2021

POSITION SUMMARY:

Under the direction of lead personnel in assigned units and/or the Court Executive Officer/Clerk of the Courts, performs specialized clerical and administrative duties in support of the Superior Court. Attends court; prepares official record of court proceedings; prepares and maintains related documents and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The Court Services Assistant III is the highest working level of the series. Incumbents are expected to perform a full range of specialized clerical and court duties in support of court operations. Incumbents may rotate through various units of court operations within the courts (e.g., Family Law, Small Claims, Criminal, and Juvenile Court) as needed to accommodate court staffing and lower level departmental training needs.

EMPLOYMENT STANDARDS:

Knowledge of:

- Methods, procedures and polices of the department; modern office practices and equipment; the forms, records, documents, legal terminology and judicial rules applicable to assigned areas;
- Principles and practices of scheduling cases; records maintenance procedures used in court operations, technical resource materials and information sources;
- The use of automated systems as used for courts in information storage and document preparation;
- Interrelationship of law enforcement, prosecution, and legal defense services and functions;

- Court procedures and practices in superior court;
- Purpose and use of court documents in superior court;
- Format and procedures to be utilized in preparing minute orders, abstracts, judgments, and other such documents;
- Fine, bail, and sentencing procedures;
- California Rules of Court;
- Judicial decorum as related to staff support within the courtroom.

Ability to:

- Work rapidly and accurately and make decisions under pressure;
- Understand regulations and policies governing court operations;
- Remain current with changes in law and procedure affecting work;
- Maintain accurate record and document actions taken;
- Organize and prioritize work assignment;
- Prepare and complete court forms and record court actions in summary and/or narrative form consistent with established procedure;
- Comply with laws, regulations, and professional practices governing court operations;
- Identify problems in procedures and suggest workable solutions;
- Communicate effectively, both verbally and in writing;
- Work effectively with others with minimum of supervision;
- Establish and maintain cooperative working relationships;
- Type, from transcribing equipment, at a rate necessary for successful performance of duties.

EXAMPLE OF DUTIES include:

- Receives and examines complex legal documents for sufficiency, completeness, conformity, jurisdiction and/or validity before acceptance or action by the courts; sorts documents for processing through the local judicial system;
- Attends court sessions to record proceedings; marks and maintains records of exhibits; swears in jurors and administers oaths to witnesses in court; prepares information to be conveyed to the Jury Services Office;
- Prepares court minute orders, abstract of judgments, verdicts, notices, warrants, commitment papers and other legal documents;
- Issues writs and search warrants;
- Prepares case records and files to be forwarded to the Court of Appeals;
- Follows procedures for updating and/or purging files;
- Coordinates courtroom activities and needs with all parties involved with court operations and the execution of court orders;
- Receives and responds to inquiries and requests for information from the general public, on the telephone and in person. Interprets court procedures and explains fees and fines as applicable.
- Collects data and prepares records and assists the direct manager in the preparation of records and reports concerning work production and the work of the court. Seals records as appropriate;
- Provides technical guidance and input within assigned specialty area and/or units of court operation;
- Ensures proper notice of hearings is provided in accordance with established procedures;
- Maintains court calendar;
- Computes, collects, receipts and posts court fees;
- Performs general administrative/clerical duties as necessary, including entering data into the

computer, typing reports and correspondence, copying and filing documents, answering the telephone, processing mail, etc;

- Performs related work as required.

EDUCATION:

High school diploma or GED.

EXPERIENCE:

Four years of clerical experience which includes progressively responsible case/document processing experience within a California Superior Court.

NOTE: This knowledge and abilities is typically attained with any combination of education, training or experience equivalent to four (4) years of office clerical experience which includes progressively responsible case/document processing experience within a California municipal and/or superior court and has included successful performance of multiple functions/assignments within various work units (e.g., criminal, small claims, family law, traffic), leading to the acquisition of the required knowledge and abilities.

PHYSICAL REQUIREMENTS:

Work environment involves some potential physical risk and no hazardous conditions; use of standard office equipment (telephone, copier, fax, personal computer, etc.); some standing and walking; normal manual dexterity and eye-hand coordination; hearing and vision to normal range; verbal communication; ability to lift according to the Labor Code regulation limit; ability to work under demanding conditions. This is a normal office working environment.

BACKGROUND CHECK:

Any candidate employed by the Tehama Superior Court, County of Tehama, will be required to submit to Live Scan Fingerprinting as a condition of employment, should an offer be made.

COMPENSATION AND BENEFITS:

- The Court offers health, vision, and dental insurance plans for the employee and qualifying family members.
- Vacation: 12 days through 4th year; 18 days through 10th year; 21 days through 20th year; 22.5 days after 21 years.
- The Court provides a defined benefit retirement plan through California Public Employees' Retirement System (CalPERS).

APPLICATION PROCEDURE:

The Superior Court of California, County of Tehama is recruiting for the position of Court Services Assistant III. All applicants must submit a completed Superior Court of California, County of Tehama employment application, resume, and cover letter, which clearly demonstrates their qualifications for this position. Incomplete application packets will not be accepted for consideration. Application and materials may be submitted by mail or personal delivery no later than **12:00 p.m. on August 9, 2021**. No postmarks accepted.

The court application can be downloaded from the Tehama Superior Court Website at <http://www.tehamacourt.ca.gov>.

Address:

**Tehama Superior Court
1740 Walnut St.
Red Bluff, CA 96080
Attn: Michelle Rotherham
Telephone: 530-527-3484 Fax: 530-527-4974
Email: mrotherham@tehamacourt.ca.gov**

The selection process is subject to change. Applicants will be notified if changes are made. A screening panel will select a number of the most highly qualified applicants. Please note not all applicants will receive an interview. Those applicants selected by the panel will be invited to an interview. The top candidates will be placed on an eligibility list established for a six (6) month period from the closing date of the interview process. This eligibility list will be used for any future open vacancies for this position within the six (6) month period.

EQUAL OPPORTUNITY EMPLOYER

Tehama Superior Court is committed to the principle of equal employment opportunity to all persons with respect to hiring practices, compensation, benefits, promotional opportunities, and other terms and conditions of employment regardless of race, color, national origin, ancestry, religion, sex, sexual orientation, physical or mental disability, medical condition, age, veteran status, marital status, or political affiliation, or any other factor protected by applicable federal and state laws.

If you require accommodations in the application or interview process, contact Human Resources at the number listed above before the deadline posted on the job announcement.