



SUPERIOR COURT

COUNTY OF MADERA, STATE OF CALIFORNIA

ANNOUNCEMENT OF EXAMINATION & SUPPLEMENTAL QUESTIONNAIRE

COURT DIVISION SUPERVISOR

Monthly Salary: \$3846 - \$4675

Final Filing Date: October 2, 2015 by 12 noon

THE POSITION

Under general direction, this position will supervise, assign, review, evaluate and participate in the work of staff assigned to a division of the court; to perform a wide variety of office and administrative support assignments; and to do related work as required. This position may be placed in any of the Madera Superior Court Divisions including the Sierra Division.

SUPERVISION EXERCISED

Exercises direct supervision over technical and clerical staff.

IMPORTANT AND ESSENTIAL DUTIES:

- Supervises, assigns, reviews, and participates in the work of staff assigned to perform office and court support assignments.
- Provides supervision, training and coaching to assigned staff.
- Assigns and evaluates staff work.
- Ensures adherence to appropriate policies and procedures.
- Recommends and participates in disciplinary issues.
- Ensures the proper maintenance and updating of court calendars.
- Prepares and distributes summons for jury duty and annual Grand Jury questionnaires.
- Oversees and participates in the preparation, completion, and maintenance of a variety of records and reports.
- Prepares reports and necessary correspondence.
- Provides information on the functions and procedures of the court and the office of the Clerk of the Court, the status of cases, and requirements for filing documents.
- Assists lower level staff with completing documents and forms.
- Types a variety of documents including correspondence, judgments, decisions, and other court actions.
- Performs the full range of Court Clerk and Legal Clerk functions as required.
- Assists in preparation of division budgets.
- Oversees the maintenance of jury records and files.
- Implements and carries out the Employee Development Program.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Functions, policies, and procedures of the Madera County Court System.
- Functions, policies, and procedures of the office of the Clerk of the Court.
- Principles of supervision, training, and performance evaluation.
- Pertinent codes, statutes, and regulations governing all levels of court operations.
- Pertinent legal procedures and documents used in court cases.
- Principles and procedures of court calendar preparation and maintenance.
- Legal terminology.
- Principles and methods of fiscal record keeping.
- Modern office practices, methods, and computer equipment.
- English usage, spelling, grammar, and punctuation and basic mathematical principles

Ability to:

- Perform a variety of specialized office and administrative support assignments.
- Supervise, organize, and review the work of technical and clerical personnel.
- Select, supervise, train, coach and evaluate staff.
- Perform the full range of difficult office and court support work.
- Examine and determine the validity and acceptability of documents for filing with the Clerk of the Court.
- Coordinate the preparation and maintenance of court calendars.
- Perform responsible work in the selection and notification of individuals to serve on juries.
- Interpret and apply statutes and instructions related to court proceedings.
- Interpret, explain, and apply the policies, procedures, laws, codes, and regulations including those affecting public access and use of information and records maintained in the office of the Clerk of the Court.
- Gather data, analyze information, and prepare a variety of reports.
- Maintain a variety of accounting and fiscal records.
- Prepare clear, concise correspondence and reports.
- Deal tactfully and courteously with the public when explaining the functions, procedures, and policies of the court and the office of the Clerk of the Court.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

OTHER JOB RELATED DUTIES:

- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS

A combination of training and experience that would provide the required knowledge and abilities. The knowledge of principles and practices of effective supervision, the legal system and courtroom procedures and operations, is qualifying. To obtain the required knowledge and abilities would be:

Experience: : Four years of clerical experience involving courtroom support or other similar work in a court setting, which includes one year in a lead role or an educational level equivalent to a Bachelors Degree plus two years of qualifying experience.

SPECIAL REQUIREMENTS:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment and some ability to travel to different sites and locations.

LICENSE OR CERTIFICATE:

Possession of a valid California driver's license.

BACKGROUND CHECK REQUIREMENTS:

The final candidate will be required to submit to Live Scan Fingerprinting as a condition of employment should an offer be made. In addition, the final candidate will be required to submit verification of identity, citizenship or legal right to work in the United States.

EMPLOYEE BENEFITS:

Benefits of employment with the Superior Court, County of Madera includes 13 paid holidays and 1 floating holiday per year, 1 sick leave day per month (unlimited accrual); 2 weeks paid vacation after 1 year, vacation accrual increasing thereafter with years of service (50 days max accrual); 10 days management leave per fiscal year; Membership in the California Public Employees' Retirement System (CalPERS) pursuant to the provisions of California's 2013 Pension Reform Act (Act) and CalPERS Regulations. For those individuals with current or prior CalPERS membership status or "classic member" will be eligible for an enhanced 2.7% @ 55 retirement formula; employee contributes 8%. Individuals with no current or prior CalPERS membership status and who are defined as "new members" or new employees under the Act, will be eligible for the 2% @ 62 retirement benefit formula; employee contributes 6.25%. Superior Court participates in the CalPERS Health Benefit Program, and for certain selected health plans, the Superior Court pays 100% of health insurance premium for employee and 50% for either two-party or family coverage.

EXAMINATION PROCESS: A qualifications appraisal for the purpose of appraising the candidate's education, experience, and personal qualifications will be scheduled for those candidates who meet the minimum qualifications, and may be administered either by a written examination, oral interview, evaluation of education and experience, or any combination of qualifications appraisal determined by the Superior Court Human Resource Division to be appropriate. The Human Resource Division may limit the number of qualified applicants eligible to participate in the examination process. The Superior Court Human Resource Division will make reasonable accommodations in the examination process for disabled applicants. Madera County Superior Court does not discriminate on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sexual orientation, sex, or age in any of its programs or activities.

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APPLICATION PROCESS:

Please review the *Application Guidelines* for requirements. The application and the supplemental questionnaire are required to apply. A resume may be included with the application but will not be accepted in lieu of an official application. An application and supplemental questionnaire may be obtained by accessing the Madera Superior Court website at www.madera.courts.ca.gov or by visiting the Madera Superior Courts Human Resources Division. Office hours are:

Monday - Friday, 8:00 am – 5:00 pm

MAILED APPLICATIONS:

If an application is mailed, the application and all required documentation must be received by the final closing date and time indicated. An application may be mailed to:

**Madera Superior Court
Human Resources Division
200 South G Street, Madera, Ca 93637**

NOTE: Postmarks, emails and faxes are not accepted.

ADA ACCOMMODATIONS:

If you are a person with a disability and in need of accommodations during your interview, please contact our office at 559-416-5517.

THE PROVISIONS OF THIS JOB BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. THE MADERA COUNTY SUPERIOR COURT RESERVES THE RIGHT TO MAKE NECESSARY MODIFICATIONS TO THE EXAMINATION PLAN. SUCH REVISIONS WILL BE IN ACCORDANCE WITH MADERA COUNTY SUPERIOR COURT PERSONNEL POLICIES AND STANDARDS. QUESTIONS REGARDING THIS ANNOUNCEMENT MAY BE DIRECTED TO THE MADERA COUNTY SUPERIOR COURT, HUMAN RESOURCES DIVISION.

Revised: September 17, 2015

COURT DIVISION SUPERVISOR SUPPLEMENTAL QUESTIONNAIRE

IMPORTANT: Applicants for this position are required to submit responses to the following supplemental questions. Your responses will be used in the selection process. If you do not have experience in an area, please answer "N/A." When responding to each question, include the length of experience, employer and job title. **Be concise and specific. Neatness, clarity of expression, grammar, spelling and ability to follow instructions will be considered in the evaluation process. A resume will not be accepted as a substitute for your responses.**

1. What knowledge, skills, experience and education/training do you possess in relation to this position?
2. Describe your work experience supervising employees. Include training, coaching, performance evaluations and addressing employee disciplinary issues.
3. What are three effective leadership qualities you think are important? How have you demonstrated these qualities in your past/current position?
4. Describe how you would monitor and evaluate the effectiveness of staff and the operation of your division.
5. This position must communicate with different levels of authority; how would you establish effective communications with subordinates, management and judges?