



# **SUPERIOR COURT**

## **COUNTY OF MADERA, STATE OF CALIFORNIA**

### **ANNOUNCEMENT OF EXAMINATION**

## **SENIOR JUDICIAL COURTROOM ASSISTANT**

### **Monthly Salary: \$4,479 – \$5,444**

**Final Filing Date: April 5, 2024**

*The Madera County Superior Court encourages a positive work-life balance and offers a competitive benefits package:*

- *Experienced Senior Judicial Courtroom Assistants with years of service are encouraged to apply.*
- *The Madera County Superior Court offers membership into CalPERS and for Classic Members a 2.7% at 55 retirement benefit formula for individuals in a California Government Retirement System on or before 12/31/2012, or new employees a 2% at 62 retirement benefit formula.*
- *Retirement from Madera County Superior Court includes lifelong employer contributions towards health benefit plans.*
- *The Madera County Superior Court CEO may consider hiring above the entry level A step based on years of experience.*

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### **THE POSITION**

Under general supervision of the Court Division Supervisor, provides guidance, assistance, mentoring and serves as the functional lead to Judicial Courtroom Assistants and Judicial Assistants assigned to the Court Services Division; participates in the general and more complex and difficult work of staff assigned to the Court Services Division; evaluates, analyzes and makes recommendations for the improvement and efficiency of courtroom procedures and forms; reviews work product to ensure compliance with Court policies and statutory requirements; coordinates and provides training and job coaching to Judicial Courtroom Assistants and Judicial Assistants; depending on assignments, may also be assigned to courtrooms.

### **SUPERVISION EXERCISED**

Exercises technical and functional supervision over lower-level staff.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey/lead worker level in the Judicial Courtroom Assistant class series. Incumbents oversee and monitor courtroom functions and workflow and recommend changes to procedures, policies and materials to improve efficiency. The Senior Judicial Courtroom Assistant is distinguished from the Judicial Courtroom Assistant in that incumbents are expected to perform a variety of specialized complex tasks and have extensive knowledge of legal terminology, procedures, and practices. Incumbents are expected to exercise considerable discretion in carrying out responsibilities independently and with a thorough understanding of the Court policies and procedures.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

- Provides guidance, assistance and mentoring to Judicial Courtroom Assistants and Judicial Assistants; organizes and coordinates the daily and weekly staffing of courtrooms.
- Participates in the general and more complex work of staff assigned to the Court Services Division.
- Provides technical assistance for general and complex or difficult tasks in the courtroom; and takes necessary action to move forward or otherwise resolve the problem.

- Reviews, analyzes and makes recommendations regarding changes to courtroom procedures and forms to enhance efficiency of courtroom operations and ensure compliance with legal requirements.
- Works collaboratively with the supervisor to provide training, instruction and assistance to Judicial Courtroom Assistants and Judicial Assistants; prepares training schedules and maintains training records; provides guidance on court procedures and processes related to courtroom function.
- Compiles and organizes court-related statistical data and drafts reports regarding the work of the court.
- Provides relief assistance in the absence of regularly scheduled Judicial Courtroom Assistants.
- Assists with managing the flow of courtroom activities.
- Coordinates the activities of courtroom staff.
- Provides information regarding case status to interested parties.
- Prepares court calendars.
- Maintains and preserves the official record of a court by preparing minute orders and other reports and documents.
- Prepares and distributes forms and documents necessary to implement court orders.
- Accurately enters case information in computerized case management systems.
- Acts as liaison to judicial officers, legal counsel, court staff, all interested parties and the public to answer procedural questions and resolve problems.
- Notifies departments of judicial rulings.
- Performs full range of duties associated with Judicial Courtroom Assistant classification as needed based on the operational needs of the Court.
- Provides support and serves as the Court Division Supervisor in the absence of or at the request of the Division Supervisor, the Manager of Administrative Services, the Assistant Court Executive Officer or the Court Executive Officer.

### **OTHER JOB-RELATED DUTIES**

Performs other duties and responsibilities as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

- Principles and practices of effective lead work, supervision, and training.
- Court policies, practices, and procedures.
- Pertinent codes, statutes, and regulations governing court operations.
- Pertinent Federal, State, and local laws, codes, and regulations including those affecting public access and use of information and records maintained by the Court.
- Case and document processing functions and procedures.
- Legal procedures, and documents used in court cases.
- Principles and procedures of court calendar preparation and maintenance.
- Principles and procedures of court order and warrant preparation.
- Modern office practices, methods, and computer equipment.
- Various software programs utilized to create reports and documents needed to execute courtroom-related activities.
- English usage, spelling, grammar, punctuation, and basic mathematical principles.

#### **Skill to:**

- Use computer and relevant hardware equipment.
- Type and enter data at a speed necessary for successful job performance.
- Take and transcribe notes accurately.

**Ability to:**

- Lead the work of others, plan and coordinate their work.
- Interpret, explain, and apply the policies, procedures, laws, codes, and regulations including those affecting public access, use of information and records maintained by the Court, and court proceedings.
- Gather data, analyze information, and prepare a variety of reports.
- Handle and provide for the custody of evidence in a legal, professional manner.
- Maintain, retrieve and destroy evidence and records.
- Work in an environment that includes frequent interruptions and requires attention to multiple tasks simultaneously.
- Deal effectively and courteously with the public, legal representatives, and court staff, and provide information about court functions and proceedings.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Work independently exercising judgment and initiative.
- Examine and determine the validity and acceptability of documents for filing with the Court.
- Prepare clear and concise correspondence and reports.
- Directly assist with and independently perform the full range of office and clerical support work associated with the Court.
- Communicate clearly and concisely, both orally and in writing.

**MINIMUM QUALIFICATIONS**

*Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

**Experience/Education:**

**Option 1:**

Two (2) years of experience as a Judicial Courtroom Assistant with the Madera County Superior Court and equivalent to the completion of the twelfth (12<sup>th</sup>) grade.

**Option 2:**

Three (3) years of experience as a Judicial Courtroom Assistant in any other Superior Court system **and** the equivalent to the completion of the twelfth grade.

**Option 3:**

Completion of a degree in Criminal Justice, Criminology, Sociology, Political Science, Public Administration, Business Administration, or a field of study that provides for the understanding of or the ability to learn the knowledge skills and abilities of the position **AND** two (2) years of increasingly responsible experience as a Judicial Courtroom Assistant in any other Superior Court.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment:*  
Ability to work in a standard office environment.

**LICENSE OR CERTIFICATE**

Possession of, or ability to obtain, an appropriate, valid driver's license or must be able to provide self-arranged transportation.

**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.

## **BENEFITS**

Benefits of employment with the Superior Court, County of Madera include 13 paid holidays, 1 floating holiday per year, and 1 sick leave day per month (unlimited accrual); Appointed to a permanent position shall be granted 5 days credit for vacation following the completion of 6 calendar months of continuous paid full-time service and following the completion of 12 calendar months of continuous paid full-time service in a permanent position will be credited 5 additional vacation days, vacation accrual increasing thereafter with years of service (50 days max accrual); 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 defined as a "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 7.75%. Superior Court participates in the CalPERS Health Benefit Program, and for certain selected health plans, the Superior Court pays 100% of the 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 Resources Division to be appropriate. The Human Resources Division may limit the number of qualified applicants eligible to participate in the examination process. The Superior Court Human Resources 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, gender, sex, or age in any of its programs or activities.

## **HOW TO APPLY**

Please review the *Application Guidelines* for application requirements. The application is required and may be obtained by accessing the Madera Superior Court website at <https://www.madera.courts.ca.gov/general-information/job-openings> or by visiting the Madera Superior Court's Human Resources Division. Human Resources office hours are: **Monday - Friday, 8am – 5pm**. A resume may be included with the application but will **not** be accepted in lieu of an official application. The "*Employment History & Experience*" section of the application form must be completed in its entirety. Failure to fully complete the application and/or sign the application may result in disqualification.

## **MAILED AND E-MAIL APPLICATIONS**

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

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

**[HR@madera.courts.ca.gov](mailto:HR@madera.courts.ca.gov)**

**NOTE: Postmarks and facsimiles are not accepted.**

## **ADA ACCOMMODATIONS**

If you are a person with a disability and need accommodations during the interview process, 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.**