



SUPERIOR COURT
COUNTY OF MADERA, STATE OF CALIFORNIA
ANNOUNCEMENT OF EXAMINATION

COURT DIVISION SUPERVISOR

Salary: \$3,846 - \$4,675

FINAL FILING DATE: June 17, 2011 by 12 noon

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 or Sierra Court location.

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.

OTHER JOB RELATED DUTIES:

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

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.

Skills to:

Operate modern office equipment including computer equipment.
Take and transcribe notes accurately.

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.
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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: 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:

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.

PHYSICAL EXAMINATION REQUIREMENTS:

As a condition of employment with the Superior Court, County of Madera, a candidate may be required to complete a review of medical history and employment examination given by the Madera County Health Department and/or health care professional designated by the Superior Court, County of Madera.

BACKGROUND CHECK REQUIREMENTS:

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

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 (45 days maximum accrual); 10 days management leave per fiscal year; 2.7% @ 55 membership in the Public Employees' Retirement System (PERS); Superior Court participates in the Public Employees' Retirement System Health Benefit Program, and the Superior Court pays 100% of health insurance premium on some health plans for employee and 50% for either two-party or family coverage; additional merit-based longevity pay after 10, 15, 20, 25 and 30 years of service.

EXAMINATION PROCESS:

All applications received will be reviewed in order to determine which applicants meet the minimum qualifications in addition to an applicants knowledge, skills and abilities. Qualified applicants will advance to either a written examination, oral interview, evaluation of education and experience, or any combination of qualification appraisals determined by the Superior Courts Human Resources Division to be appropriate. Human Resources may limit the number of qualified applicants eligible to participate in the examination process. Human Resources will make reasonable accommodations in the examination process for persons with disabilities. Madera County Superior Court does not discriminate in its employment practices on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sexual orientation, sex, or age.

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APPLICATION PROCESS:

Please review the Application Guidelines for application requirements. The application and supplemental questionnaire are required and 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 – 5.

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

**Madera Superior Court
Human Resources Division
209 West Yosemite Avenue, Madera, Ca 93637**

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 661-5197.

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.

June 6, 2011

AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

SUPERIOR COURT OF CALIFORNIA



COUNTY OF MADERA

COURT DIVISION SUPERVISOR SUPPLEMENTAL QUESTIONNAIRE

Please answer each question below with as much detail as possible. You may attach additional sheets of paper if necessary. Please type or write your answers legibly and in ink. The supplemental questionnaire is required in addition to the official application. Failure to submit this supplemental questionnaire will result in disqualification.

Name: _____

Date: _____

1. What knowledge, skills, experience and education/training do you possess in relation to the Court Division Supervisor 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?