



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

**CIVIL EXAMINER**  
**Monthly Salary: \$5,350 - \$6,504\***

**Final Filing Date: May 1, 2026**

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

- *Experienced Civil Examiner with years of public 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 for new employees, a 2% at 62 retirement benefit formula.*
- *Retirement from Madera County Superior Court also includes continuing employer contributions towards health insurance coverage into retirement.*
- *\*The Madera County Superior Court CEO may consider hiring above the entry level A step based on a candidate's years of experience.*

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**THE POSITION**

Under general supervision, the Civil Examiner provides technical, procedural, and paralegal review of civil matters to ensure that certain case files are complete, accurate, and in compliance with applicable laws, statutes, court rules, and procedures. This position provides support to judicial officers in the administrative review of civil cases, including family law and domestic violence cases. This position reports to the Civil Division Supervisor and may also obtain guidance from the Research Attorney classification series.

**SUPERVISION EXERCISED**

May exercise technical and functional oversight to staff within a processing division.

**IMPORTANT AND ESSENTIAL DUTIES**

- Examines, reviews, and analyzes documents for compliance with procedural requirements, statutes, court rules, and policies, including lesser complex motions, petitions, complaints, and other documents contained in civil case files, to determine their legal sufficiency, which may or may not be set for hearing in the Court.
- Independently reviews civil filings, identifying deficiencies, and ensuring accurate case processing.
- Confers with the civil judges and recommends approval of petitions, motions, and judgments pursuant to their completeness and orderliness, or denial of those that are not complete or contain deficiencies and prepares cases for hearings or rulings.
- May monitor cases during court proceedings, review documents while in court, provide recommendations to the judicial officer, and advise the judicial officer of outstanding issues with the cases.
- Prepare and issue legal documents and notices.
- Maintain, update, and process civil documents in the court's case management system (eCourt).
- Coordinate with other court divisions as needed.
- Answers questions from court customers, both internal and external, regarding procedural requirements of routine civil law matters, including but not limited to family law, unlawful detainers, name change petitions, civil restraining orders, domestic violence restraining orders, etc.

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- Performs legal research of statutes and case law pertaining to civil matters, utilizing various resources and tools available.
- Train and provide guidance to staff on civil procedures and filing requirements.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge of:**

- Legal principles, civil procedures, practices, California Rules of Court, and legal terminology.
- Processing and document requirements for civil, family law and domestic violence cases, as well as limited/unlimited civil cases, unlawful detainers and small claims.
- Case and calendar management.
- Effective organizational, time management, and record keeping practices.
- Madera Superior Court policies and procedures; pertinent laws, rules, and goals; awareness of the objectives of the Court.
- Court case management system (eCourt) and modern office practices and procedures and filing systems; computer applications including Excel, Word, and Outlook.

#### **Skill to:**

- Operate modern office equipment, including computer equipment and various software programs.

#### **Ability to:**

- Understand, interpret, and apply pertinent provisions of the Civil Code, and other California Codes, Judicial Council, and Superior Court rules and procedures accurately.
- Demonstrate effective oral and written communication.
- Analyze and critically think to complete tasks.
- Formulate and present sound case recommendations to the Court.
- Establish and maintain effective working relationships at all levels within the organization.
- Exercise initiative and accomplish job assignments independently.
- Prioritize workload to meet deadlines.
- Learn new work processes and procedures and deal effectively with other departments and the public.
- Interpret and apply complex laws and rules to the cases being reviewed.
- Demonstrate knowledge and proficiency in legal research and writing methods.
- Maintain confidentiality and use sound judgment in performing assigned duties.
- Work independently to complete tasks.

### **OTHER JOB RELATED DUTIES:**

- Performs related duties and responsibilities as assigned.

### **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 knowledge, skills and abilities would be through at least one (1) of the following options:

#### **Option1:**

Education: Graduation with a Bachelor's degree from a college or university that is acceptable within the United States' accredited college or university system.

**AND**

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**Experience:** A minimum of two (2) years of full-time paid legal/document processing experience with either a court, a public legal agency (district attorney's office, public defender's office, county counsel or city attorney's office), a private law firm, or any full-time paid experience that required the interpretation and application of legislation.

**Option 2:**

Education: A Paralegal Associate of Science Degree, Paralegal Associate of Arts Degree, or completion of a Paralegal Certificate of Achievement Program, which included at least three hundred (300) hours of classroom work from a college or university that is acceptable within the United States' accredited college or university system.

**AND**

**Experience:** A minimum of two (2) years of full-time paid legal/document processing experience with either a court, a public legal agency (district attorney's office, public defender's office, county counsel or city attorney's office), a private law firm, or any full-time paid experience that required the interpretation and application of legislation.

**Option 3:**

Experience: A minimum of four (4) years of full-time paid experience researching and drafting a variety of legal documents, preferably supplemented by course work in legal office practices.

**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 to primary work location.

The employee may be required proof of a valid driver's license before authorized to drive a vehicle on court approved business.

**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.

**EXAMINATION PROCESS:**

An examination 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 Personnel Division to be appropriate. Human Resources may limit the number of qualified applicants eligible to participate in the examination process. The Superior Court Human Resources Division will make reasonable accommodations during 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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**EMPLOYEE BENEFITS:**

Benefits of employment with the Superior Court, County of Madera includes 13 paid holidays and 2 floating holidays per year, 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 "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 health insurance premium for employee and 50% for either two-party or family coverage.

**APPLICATION PROCESS:**

Please review the Application Guidelines for requirements. Interested persons are to submit an official application. A resume may be included with the application but will **not** be accepted in lieu of an official application. An application may be obtained by accessing the Madera Superior Court website at [www.madera.courts.ca.gov](http://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. 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.

**APPLY ON-LINE, MAILED AND E-MAIL APPLICATIONS**

The application can be completed on-line by accessing the Madera Superior Court website at <https://www.madera.courts.ca.gov/general-information/job-openings>. If an application is mailed or e-mailed, the application and all required documentation must be received by the final filing date. 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 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.**

***An Equal Employment Opportunity***