



SUPERIOR COURT

COUNTY OF MADERA, STATE OF CALIFORNIA

ANNOUNCEMENT OF EXAMINATION & SUPPLEMENTAL QUESTIONNAIRE

**COURT DIVISION SUPERVISOR
(CIVIL DIVISION)**
Monthly Salary: \$5,790 - \$7,038*

Final Filing Date: May 1, 2026

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

- ***Experienced Court Division Supervisor's 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.***

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.

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.

Superior Court, County of Madera, Court Division Supervisor – Court Services Division (cont.)

- Performs the full range of Judicial Courtroom Assistant and Judicial Assistant 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, skills and abilities. The knowledge of principles and practices of effective supervision, the legal system and courtroom procedures and operations, is qualifying.

Experience

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

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, 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.

EMPLOYEE BENEFITS:

Benefits of employment with the Superior Court, County of Madera includes 13 paid holidays and 2 floating holiday 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 (55 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 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.

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 will result in disqualification.

MAILED OR E-MAILED APPLICATIONS

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

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

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.

