SUPERIOR COURT

COUNTY OF MADERA, STATE OF CALIFORNIA
ANNOUNCEMENT OF EXAMINATION

JUDICIAL COURTROOM ASSISTANT

Current Monthly Salary: $4,306 – $5,234*

***Final Filing Date:* November 6, 2026**

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

- ***Experienced 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.***

THE POSITION

Under general supervision, to perform a wide variety of work involved in the preparation and maintenance of documents and records for court proceedings; to prepare judgment abstracts; to provide information concerning current calendar status and completion of court cases; and to do related work as required.

SUPERVISION EXERCISED

May exercise technical and functional supervision over lower level staff.

IMPORTANT AND ESSENTIAL DUTIES

- Reviews court documents for completeness and accuracy.
- Prepares correspondence, bench warrants, and court orders as directed.
- Prepares required legal papers and records for court sessions.
- Swears in jurors and administers oaths to witnesses.
- Reads charges and indictments to defendants in court and records defendant's pleas.
- Accepts documentary evidence presented in court for filing.
- Takes proper care of exhibits as introduced into evidence in court proceedings.
- Attends court hearings and trials, taking notes of formal proceedings and preparing minutes of proceedings.
- Resolves schedule conflicts and makes changes through contact with attorneys and the court.
- Updates and maintains the court calendar; answers correspondence and telephone inquiries relating to court procedures, disposition of cases, and the court calendar.
- Prepares documents required for commitment of individuals o penal and juvenile institutions.
- May oversee the general maintenance and daily publication of the court master calendar.
- Performs general office support work.
- Perform full range of duties associated with Judicial Assistant I and II classifications, as needed based on operation need of the Court.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Basic record keeping.
- Filing, and retrieval systems.
- Modern office practices, methods, and computer equipment.
- English usage, spelling, grammar, punctuation, and basic mathematical principles.
- Functions, policies, and procedures of the court system.
- 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.
- Legal procedures, and documents used in court cases.
- Principles and procedures of court calendar preparation and maintenance.
- Legal terminology.
- Court room practices and procedures.
- Principles and procedures of court order and warrant preparation.

Skill to:

- Operate modern office equipment including computer equipment.
- Type and enter data at a speed necessary for successful job performance.
- Take and transcribe notes accurately.

Ability to:

- Learn the functions, policies, and procedures of the Madera County Court System.
- Examine and determine the validity and acceptability of documents for filing with the Court.
- Interpret and apply statutes and instructions related to court proceedings.
- Handle and provide for the custody of evidence in a legal, professional manner.
- Maintain, retrieve, and destroy evidence and records.
- Perform a wide variety of office support work.
- Make mathematical calculations for accuracy.
- Prepare clear and concise correspondence and reports.
- Gather data, analyze information, and prepare a variety of reports.
- Directly assist with and independently perform the full range of functions associated with the Court.
- Interpret, explain, and apply the policies, procedures, laws, codes, and regulations including those affecting public access and use of information and records maintained by the Court.
- Deal tactfully and courteously with the public and legal representatives in providing information about court functions and proceedings.
- Deal tactfully and courteously with the public in explaining the functions, procedures, and laws governing the activities 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.
- Work independently in a court room environment, exercising judgment and initiative.

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:
One (1) year of increasingly responsible work experience as a Judicial Assistant II with Madera County Superior Court or experience equivalent to a Judicial Courtroom Assistant classification with any other State of California Superior Court **and** the equivalent to the completion of the twelfth grade.

OR

Option 2:
Three (3) years of increasingly responsible experience performing legal processing and other assistance in a legal office **and** the equivalent to the completion of the twelfth grade.

OR

Option 3:
Two (2) years of office support experience or a paid or unpaid internship in an office setting and the 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 ability to learn the knowledge skills and abilities of the position.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

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.

BENEFITS

Benefits of employment with the Superior Court, County of Madera include 13 paid holidays, 2 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.

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

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.