



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

**JUDICIAL SECRETARY I**  
**Monthly Salary: \$3,482 - \$4,233**

**The Court is currently in negotiations with the union that represents this position  
The salary advertised above will increase on or after October 1, 2022**

**Final Filing Date: September 26, 2022**

**THE POSITION**

Under general supervision, to serve as judicial secretary for an assigned office; to provide a variety of clerical and secretarial support involving knowledge of legal terminology and procedures; to process, prepare, and file legal papers and documents; and to do related work as required.

**SUPERVISION EXERCISED**

Exercises no supervision.

**IMPORTANT AND ESSENTIAL DUTIES:**

- Performs a variety of legal clerical and secretarial duties in support of an assigned office including providing information regarding and assisting with the functions and legal responsibilities of the assigned office.
- Assists in preparing and typing pleadings, subpoenas, complaints, and other legal documents for approval and signature.
- Assists with gathering information and documents for reports and cases.
- Obtains necessary documentation to substantiate cases.
- Files court documents at appropriate points in court proceedings.
- Routes copies of documents to other jurisdictions and parties in proceedings.
- Ensures proper service of documents when necessary.
- Maintains and updates complete case files-Maintains information on the status of cases.
- Maintains calendar information for active cases.
- Prepares closure files for resolved cases.
- Updates law, code, and ordinance books
- Maintains ordinance and resolution files.
- Takes notes and prepares transcriptions for correspondence and reports.
- Independently composes and types correspondence.
- Provides a variety of secretarial support for the assigned office including typing, filing, record keeping, answering the telephone, receiving office visitors, receiving, and routing office mail, scheduling appointments, and requisitioning office supplies and materials.
- Performs bookkeeping and accounts payable functions as assigned.
- As assigned, prepares monthly miscellaneous deposits, litigation reports, and bail bond deposits.
- As assigned, maintains information, and prepares releases of property liens for old hospital bills.
- Prepares and maintains conservator ship files.

- As assigned, contacts prisons to verify incarcerated or paroled status of inmates and to obtain the necessary information required for the transport of prisoners to hearings.
- Prepares Transportation Orders for prisoners at the County Department of Corrections and state prisons for Child Protective Services (CPS) hearings.
- Explains to inmates the type of hearing being held for their minor child or children.
- As assigned, participates in criminal filing on enforcing zoning violations for the District Attorney's Office.
- As assigned, calendars matters for trial and settlement conferences.
- Sends notices.
- Monitors jury fees.
- Arranges for court interpreters, when necessary.

## **KNOWLEDGE AND ABILITIES**

### **Knowledge of:**

- Legal terminology, phraseology, forms, documents, and procedures.
- Principles and practices used in the preparation and maintenance of case files and court calendar information.
- Modern office practices, methods, and computer equipment.
- Comprehensive filing and indexing systems.
- English usage, spelling, grammar, and punctuation.

### **Skill to:**

- Operate modern office equipment including computer equipment.
- Take and transcribe notes accurately.
- Type at a rate of 45 words per minute from clear, legible copy.

### **Ability to:**

- Learn to prepare pleadings, subpoenas, complaints, and other legal documents as directed and assisted by legal staff.
- Learn to read and understand statutes and correspondence related to the assigned office.
- Perform a variety of specialized and responsible office and administrative support assignments.
- Prepare clear, concise correspondence and reports.
- Update and maintain case progress reports and court calendars.  
Deal tactfully and courteously with clients, the public, legal representatives, and other government agencies when representing the functions and policies of the assigned office.
- 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:**

As assigned, prepares Appellate Briefs for filing in Court of Appeal; performs related duties and responsibilities as assigned.

## **MINIMUM QUALIFICATIONS**

Requires two years of increasingly responsible experience performing office and administrative support assignments involving the knowledge of legal terminology and working with legal documents and procedures **AND** equivalent to the completion of the twelfth grade supplemented by course work in legal office practices and terminology or a related field.

**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.

**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.

**BENEFITS**

Benefits of employment with the Superior Court, County of Madera include 13 paid holidays and 1 floating holiday per year, 1 sick leave day per month (unlimited accrual); 2 weeks paid vacation after 12 calendar months of continuous paid full-time service, vacation accruals 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 6.75%. 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.

**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 [www.madera.courts.ca.gov](http://www.madera.courts.ca.gov) 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 APPLICATIONS**

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

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

**NOTE: Postmarks 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.**

**Revised February 26, 2002**