



SUPERIOR COURT

COUNTY OF MADERA, STATE OF CALIFORNIA

ANNOUNCEMENT OF EXAMINATION

SENIOR JUDICIAL ASSISTANT

Current Vacancy – Civil Division

Monthly Salary: \$4,480 - \$5,446*

Final Filing Date: May 1, 2026

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

- *Experienced Judicial Assistant'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 direction, to lead, oversee, and participate in the more complex and difficult work of staff responsible for the preparation and maintenance of documents and records for court proceedings; to provide information concerning policies, functions, and procedures of the Court; to perform a variety of technical tasks relative to assigned areas of responsibility; to provide support at all times to the Court Division Supervisor; and to do related work as required.

SUPERVISION EXERCISED

Exercises technical and functional supervision over lower level staff.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Judicial Assistant series. Positions at this level are distinguished from the lower classification levels in the Judicial Assistant series by the complexity and difficulty of the work performed. Positions at this level possess a significant level of specialized, technical or functional expertise beyond that expected at the journey level. Positions at this level require highly specialized knowledge, abilities, skills and experience, and often exercise independent judgment in the performance of their duties. The advanced journey level Senior Judicial Assistant class provides lead supervision and training to assigned staff. Depending on area of assignment incumbents may be required to perform any and all duties associated with the Judicial Assistant series.

IMPORTANT AND ESSENTIAL DUTIES

- Leads, oversees, and participates in the more complex and difficult work of assigned staff.
- Trains assigned employees including in the areas of work methods, techniques, and the use and operation of equipment.
- Verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
- Performs the full range of Judicial Assistant or Judicial Courtroom Assistant functions, depending on area of assignment.
- Waits on the counter and answers the telephone, providing information on the policies, functions,

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and procedures of the Court, the status of cases, and requirements for filing documents.

- Assists individuals with completing documents and forms.
- May perform specialized work in processing civil records and accounting for monies in civil cases and judgments.
- Provides support and serves as Court Division Supervisor in the absence or request of Court Division Supervisor.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles of lead supervision and training.
- Functions, policies, and procedures of a court system.
- Pertinent codes, statutes, and regulations governing all levels of court operations.
- Legal procedures and documents used in court cases.
- Principles and procedures of court calendar preparation and maintenance.
- Legal terminology.
- Basic record keeping.
- Modern office practices, methods, and computer equipment.
- English usage, spelling, grammar, and punctuation.
- Basic mathematical principles.

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 policies, and procedures of the Madera County Superior Court System.
- Provide lead supervision and training to assigned staff.
- Perform the full range of difficult office and court support work.
- Learn the full range of Judicial Courtroom Assistant duties, based on area of assignment.
- Examine and determine the validity and acceptability of documents for filing with the Court.
- Coordinate the preparation and maintenance of court calendars.
- Interpret and apply statutes and instructions related to court proceedings.
- Interpret, explain, and apply policies, procedures, laws, codes, and regulations including those affecting public access and use of information and records maintained by the Court.
- Gather data, analyze information, and prepare a variety of reports.
- Maintain a variety of accounting and fiscal reports.
- Prepare clear, concise correspondence and reports.
- Deal tactfully and courteously with the public when explaining the functions, procedures, and policies 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

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:

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Experience/Education:

Option 1:

Three (3) years of experience as a Judicial Assistant II or Judicial Courtroom Assistant, with a minimum of two (2) years as a Judicial Courtroom Assistant for vacancies within the Court Services Division **and** the equivalent to the completion of the twelfth grade.

OR

Option 2:

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 the ability to learn the knowledge skills and abilities of the position **AND** three (3) years of increasingly responsible experience as a Judicial Courtroom Assistant .

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

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 Human Resources 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.

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 (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%.

An Equal Employment Opportunity

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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.

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 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 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.