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

PROMOTIONAL OPPORTUNITY
(Open to Madera Superior Court Employees Only)

SENIOR JUDICIAL ASSISTANT
Monthly Salary: $3,658 - $4,447
(Monthly Salary Effective January 1, 2021: $3,750 – $4,558)

***Final Filing Date:* December 7, 2021**

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, 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:

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.

PHYSICAL EXAMINATION REQUIREMENTS

As a condition of employment with Madera Superior Court a candidate may be required to complete a review of medical history and employment examination given by the Madera County Health Department and/or health care professional designated by Madera Superior Court.

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.

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.

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 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.

Revised: November 8, 2021