



**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF TEHAMA**

**COURT SERVICES ASSISTANT II**

**\*NOTE: FROM THIS RECRUITMENT AN ELIGIBILITY LIST MAY ALSO BE CREATED**

**JOB TITLE: Court Services Assistant II**

**SALARY: \$35,957.26 - \$43,762.56/yr. plus benefit package**

**CLOSING DATE: August 9, 2021 at 12:00 PM**

**TENTATIVE INTERVIEW DATE: August 16, 2021**

**POSITION SUMMARY:**

Under the direction of lead personnel in assigned units and/or the Court Executive Officer/Clerk of the Courts, performs specialized clerical and administrative duties in support of the Superior Court. Attends court; prepares official record of court proceedings; prepares and maintains related documents and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS:**

The Court Services Assistant II is the principal working level of the series. Incumbents are expected to perform the full range of specialized clerical duties in support of assigned court operations. Incumbents may rotate through various units of court operations within the courts (e.g., Family Law, Small Claims, Criminal, Juvenile Court) as needed to accommodate employee development, court staffing, and departmental training needs. Incumbents work under the direction of lead people in assigned units and/or the Court Executive Officer/Clerk of the Courts.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- Forms, records, document processing, legal terminology, and judicial rules applicable to areas of assignment in either and/or both courts;
- Principles and practices of case calendaring; records maintenance procedures utilized in court operations;
- The use of automated systems as used for courts in information storage and document preparation;

- Interrelationship of law enforcement, prosecution, and legal defense services and functions;
- Court procedures and practices in superior court;
- Purpose and use of court documents in superior court;
- Format and procedures to be utilized in preparing minute orders, abstracts, judgments, and other such documents;
- Fine, bail, and sentencing procedures;
- California Rules of Court;
- Judicial decorum as related to staff support within the courtroom.

*Ability to:*

- Work rapidly and accurately and make decisions under pressure;
- Understand regulations and policies governing court operations;
- Remain current with changes in law and procedure affecting work;
- Maintain accurate record and document actions taken;
- Organize and prioritize work assignment;
- Prepare and complete court forms and record court actions in summary and/or narrative form consistent with established procedure;
- Comply with laws, regulations, and professional practices governing court operations;
- Identify problems in procedures and suggest workable solutions;
- Communicate effectively, both verbally and in writing;
- Work effectively with others with minimum of supervision;
- Establish and maintain cooperative working relationships;
- Type, at a rate necessary for successful performance of duties;
- Ability to understand and remain current with laws, regulations and policies governing court operations; to research regulations; procedures and/or legal reference materials;
- To communicate effectively and prepare written reports and records in a clear, concise manner.

**EXAMPLE OF DUTIES** include:

- Receives and examines the most complex legal documents for sufficiency, completeness, conformity, jurisdiction and/or validity before acceptance or action by the courts; sorts documents for processing through the local judicial system;
- Attends court sessions to record proceedings; marks and maintains records of exhibits; swears in jurors and administers oaths to witnesses in court; prepares information to be conveyed to the Jury Services Office;
- Records court actions in summary and/or narrative form to accurately reflect these proceedings;
- Assists individuals either on the telephone or over the counter in locating material/information; explains fees and fines; gathers information needed to respond to inquiries by researching case statutes, case documents and file notations or rules/procedures/codes on specific questions;
- Collects data and prepares records and assists the direct supervisor in preparation of records and reports concerning work production and work of the court;
- Follows procedures for updating and/or purging files;
- Performs ministerial work (e.g., exhibit maintenance or forms/supply inventory) and associated clerical processing or record keeping tasks;
- Verifies, enters, retrieves and corrects/updates information in manual and/or automated

information storage system including automated case records (e.g., dockets and processing files);

- Reconciles data posted to automated and manual reports and record keeping systems;
- Uses office equipment such as computers (Microsoft Word, Outlook, and Excel), copiers, scanners etc.;
- Computes fines, fees and amount of bail;
- Posts court calendar(s) and notices of appearance; ensures proper notice of hearings are provided in accordance with established procedure;
- Prepares and issues warrants, writs, orders, subpoenas, abstracts and other official documents on behalf of the court; recalls warrants, exonerates bail, prepares judgments and dismisses or seals cases in accordance with established codes and court procedure;
- Prepares case records and files to be forwarded to the Court of Appeal.

**EDUCATION:**

High school diploma or GED.

**EXPERIENCE:**

Two years of clerical experience involving public contact, legal, document processing within the court system.

**NOTE:**

This knowledge and these abilities are typically attained with any combination of education, training or experience equivalent to two (2) years of office clerical experience which includes progressively responsible case/document processing experience within a California Superior Court and has included successful performance of multiple functions/assignments within various work units (e.g., criminal, small claims, family law, traffic), leading to the acquisition of the required knowledge and abilities.

**PHYSICAL REQUIREMENTS:**

Work environment involves some potential physical risk and no hazardous conditions; use of standard office equipment (telephone, copier, fax, personal computer, etc.); some standing and walking; normal manual dexterity and eye-hand coordination; hearing and vision to normal range; verbal communication; ability to lift according to the Labor Code regulation limit; ability to work under demanding conditions. This is a normal office working environment.

**BACKGROUND CHECK:**

Any candidate employed by the Tehama Superior Court, County of Tehama, will be required to submit to Live Scan Fingerprinting as a condition of employment, should an offer be made.

**COMPENSATION AND BENEFITS:**

- The Court offers health, vision, and dental insurance plans for the employee and qualifying family members.
- Vacation: 12 days through 4<sup>th</sup> year; 18 days through 10<sup>th</sup> year; 21 days through 20<sup>th</sup> year; 22.5 days after 21 years.
- The Court provides a defined benefit retirement plan through California Public Employees' Retirement System (CalPERS).

**APPLICATION PROCEDURE:**

The Superior Court of California, County of Tehama is recruiting for the position of Court Services Assistant II. All applicants must submit a completed Superior Court of California, County of Tehama employment application, resume, and cover letter, which clearly demonstrates their qualifications for this position. Incomplete application packets will not be accepted for consideration. Application and materials may be submitted by mail or personal delivery no later than **12:00 p.m. on August 9, 2021**. No postmarks accepted.

*The court application can be downloaded from the Tehama Superior Court Website at <http://www.tehamacourt.ca.gov>.*

**Address:**

**Tehama Superior Court  
1740 Walnut St.  
Red Bluff, CA 96080  
Attn: Michelle Rotherham  
Telephone: 530-527-3484 Fax: 530-527-4974  
Email: [mrotherham@tehamacourt.ca.gov](mailto:mrotherham@tehamacourt.ca.gov)**

The selection process is subject to change. Applicants will be notified if changes are made. A screening panel will select a number of the most highly qualified applicants. Please note not all applicants will receive an interview. Those applicants selected by the panel will be invited to an interview. The top candidates will be placed on an eligibility list established for a six (6) month period from the closing date of the interview process. This eligibility list will be used for any future open vacancies for this position within the six (6) month period.

**EQUAL OPPORTUNITY EMPLOYER**

Tehama Superior Court is committed to the principle of equal employment opportunity to all persons with respect to hiring practices, compensation, benefits, promotional opportunities, and other terms and conditions of employment regardless of race, color, national origin, ancestry, religion, sex, sexual orientation, physical or mental disability, medical condition, age, veteran status, marital status, or political affiliation, or any other factor protected by applicable federal and state laws.

If you require accommodations in the application or interview process, contact Human Resources at the number listed above before the deadline posted on the job announcement.