



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF TEHAMA**

COURT SERVICES ASSISTANT IV

JOB TITLE: Court Services Assistant IV

SALARY: \$4,689.69 - \$5,715.69 Monthly plus benefit package

CLOSING DATE: March 25, 2026, prior to 12:00 p.m.

TENTATIVE INTERVIEW DATE: March 27, 2026

POSITION SUMMARY:

This is the advanced journey-level “lead worker” classification of the series. Incumbents, under general supervision, perform duties that are complex and technical in nature and require advanced expertise and specialized knowledge. Incumbents are required to perform work requiring significant independent judgment in the interpretation and application of rules, procedures, and policies; and lead, train and mentor staff. The Court Services Assistant IV will provide direction to a division in the absence of the Division Manager.

EXAMPLE OF DUTIES include:

- 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.
- Prepares court minute orders, abstract of judgments, verdicts, notices, warrants, commitment papers and other legal documents.
- Issues writs and search warrants.
- Prepares case records and files to be forwarded to the Court of Appeals.
- 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.
- Coordinates courtroom activities and needs with all parties involved with court operations and the execution of court orders.
- Receives and responds to inquiries and requests for information from the public, on the telephone

and in person. Interprets court procedures and explains fees and fines as applicable.

- Collects data and prepares records and assists the direct manager in the preparation of records and reports concerning work production and the work of the court. Seals records as appropriate.
- Provides technical guidance and input within assigned specialty area and/or units of court operation.
- Assists with the training of new department personnel as needed.
- Maintains court calendar.
- Ensures proper notice of hearings is provided in accordance with established procedures.
- Computes, collects, receipts and posts court fees.
- Performs general administrative/clerical duties as necessary, including entering data into the computer, typing reports and correspondence, copying, and filing documents, answering the telephone, processing mail, etc.
- Performs related work as required.

EMPLOYMENT STANDARDS:

Knowledge of:

- Methods, procedures and policies of the department; modern office practices and equipment; the forms, records, documents, legal terminology and judicial rules applicable to assigned areas;
- Principles and practices of scheduling cases; records maintenance procedures used in court operations, technical resource materials and information sources;
- Interrelationship of law enforcement, prosecution, and legal defense services and functions;
- Court procedures and practices in superior court;
- California Rules of Court;
- Judicial decorum expected of support staff within the courtroom;

Ability to:

- Understand regulations and policies governing court operations;
- Research regulations, procedures and/or legal reference materials;
- Plan, organize and prioritize daily assignments and work activities;
- Work independently with minimal supervision;
- Work rapidly and accurately and make decisions under pressure;
- Analyze information and prepare written reports and records in a clear, concise manner;
- Read and interpret complex materials pertaining to the responsibilities of the job;
- Identify clerical/administrative problems and suggest viable solutions;
- Communicate effectively, both verbally and in writing;
- Maintain effective working relationships with those contacted on the job;
- Provide effective training of subordinate personnel;
- Use computers for data and word processing;
- Operate and maintain a variety of office equipment as necessary in the performance of daily activities;
- Type, speedwriting and use transcribing equipment at a rate necessary for successful performance of duties.

MINIMUM QUALIFICATIONS:

Three years of full-time experience in the classification of Court Services Assistant III in the Superior Court of Tehama County or five years of full time, paid clerical experience in a California trial court, two of which must have been as a courtroom clerk.

SPECIAL REQUIREMENTS:

Possession of a valid California driver license.

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 4th year; 18 days through 10th year; 21 days through 20th 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 IV. 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 March 25, 2026**. 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: Jo Wardinski
Telephone: 530-527-3484 Fax: 530-527-9893
Email: jwardinski@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.