

Superior Court of California
County of Tulare
EMPLOYMENT OPPORTUNITY



Human Resources Division
221 S Mooney Blvd., Rm 104
Visalia, CA 93291-4583
(559) 730-5000 option 8
Fax (559) 730-2772

Court Office Assistant – Extra Help

Resumes in lieu of the application form will not be considered.

Closing Date: September 26, 2023

SALARY per hour: \$16.13

Definition : To perform a wide variety of general office clerical duties and provide responsible office assistance in an assigned Superior Court Division.

Essential Duty Sample: (This List Is Not All Inclusive, BUT A REPRESENTATIVE SAMPLE OF DUTY FUNCTIONS) Acts as a receptionist, answering telephones, routing calls, taking messages, greeting and directing visitors and providing information; Prepares and maintains records and files; Performs clerical duties such as filing, copying, assembling reports and documents, and processing mail; Operates a computer and a variety of other office equipment; Perform related duties as assigned.

EMPLOYMENT STANDARDS

Education / Experience:

Any combination of education and experience that could likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be training or education that demonstrates ability to perform office tasks and follow instructions AND the demonstrated ability to perform office tasks and follow instructions.

Knowledge, Skills and Abilities:

General English language usage in order to read files, records and other written material; ability to follow oral and written instructions.

The Superior Court of California, County of Tulare, is an Equal Opportunity Employer

EMPLOYMENT PROCESS

Equal Opportunity Employer

The Court does not discriminate on the basis of race, religion, color, national origin, sex, age or handicap in any of its programs or activities. The court will provide reasonable accommodation to qualified individuals with disabilities in compliance with state and federal law.

THE EMPLOYMENT PROCESS

Application: Prospective employees must submit an application, supplemental application form and other required documents during normal Court hours which are between 8am and 5pm. Separate applications must be submitted for each recruitment. Resumes will not be accepted in lieu of the application.

Examination: Applications will be reviewed and evaluated to determine the most highly qualified candidates. Those candidates may then be invited to participate in the examination process which may consist of an application review, written, oral, or performance exam or any combination thereof. Exam scores determine rank on employment lists.

Exam Accommodation: Disabled applicants who require special testing arrangements must contact the Human Resources Department.

Employment List: Employment lists contain names of applicants who have obtained passing scores. Employment lists remain active for six months unless otherwise determined by the Human Resources Manager.

Appointment: Qualified applicants appearing on eligibility lists may be interviewed when an opening becomes available. Any candidate whose name appears on the eligibility list may be selected for the job opening. An interview or position offer can be declined up to three times prior to removal from the eligibility list.

Condition of Employment: Candidates selected may be required to pass a pre-employment physical and/or psychological examination which is given at no cost to the candidate. A reference check and/or background investigation may also be conducted.

Driver's License: For positions requiring the operation of a motor vehicle, candidates referred for a hiring interview may be required to provide a DMV report and meet the Court's driving standards.

Immigration Law: Prior to employment, applicants will be required to provide proof of identity and authorization to work in the United States.

Drug Free Work Place: The Court is a drug-free workplace and has a comprehensive substance abuse policy.

Sick Leave: 3 days after 90 days of employment.

THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT AND ARE SUBJECT TO CHANGE.

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Call our Job Information Line (559) 730-5000 option 8, or

Visit our website at <http://www.tularesuperiorcourt.ca.gov/>