



Court Administrative Assistant

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

Closing Date: January 26, 2024

Annual Salary Range: \$51,502 - \$61,936

Definition: Under general supervision, performs a series of administrative related duties that requires experience with and knowledge of specialized legal documents and is responsible for administrative support, which includes providing support to court administrators. This position is unrepresented and at will.

Essential Duty Sample: (This List Is Not All Inclusive, BUT A REPRESENTATIVE SAMPLE OF DUTY FUNCTIONS)

The Administrative Assistant performs full journey-level functions and provides highly responsible complex and diverse administrative support and secretarial services to assigned managers, often in a sensitive and rapidly changing environment. Incumbents independently produce a wide range of documents and reports requiring thorough knowledge of court services, regulations, policies and procedures. Duties and responsibilities are carried out with considerable independence within a framework of established policies and procedures. Performs general clerical duties such as filing, copying, processing mail, distribution of correspondence, assembling reports and documents. Independently prepares, types, and proofreads complex documents. Responds to difficult and sensitive public contacts, serves as a liaison for the court administration in situations requiring tact and judgment; answers or refers questions based on knowledge of the court's policies and procedures. Receives, inputs and monitors facility work orders. Facilitates the solicitation process, confers and corresponds with vendors/sales representatives to obtain pricing and product information, services provided, and market conditions and trends. Relieves court administrators of routine administrative duties, which may include independent preparation of correspondence, scheduling onsite and off-site training and conferences and assisting in making travel arrangements. Maintains calendars for assigned supervisor. Types and distributes minutes. Schedules and coordinates various events and ceremonies. Develops and maintains files. Maintains forms and office supplies. Attends staff and other work-related meetings, workshops, seminars, and other continuing education opportunities. Serves as a representative of the court, displaying courtesy, tact, consideration and discretion in all interactions with other members of the court community and with the public.

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:

Education: Graduation from high school or GED equivalent supplemented by specialized legal secretarial and/or paralegal and business training including operation of office automation tools.

Experience: Two (2) years of administrative support or secretarial experience in an administrative, court or legal environment; or an equivalent combination of education, training and experience. Completion of college-level course work is highly desirable. Experience in a public court is preferred.

Knowledge, Skills and Abilities:

Knowledge of: Court organization and basic administrative procedures and practices involving budget, human resources, safety, and facilities management, regulations and procedures governing the maintenance and disclosure of public records. Principles and practices of customer service, telephone and email etiquette. Report, forms and spreadsheet development design and production. English usage, spelling, grammar and punctuation.

Skill/Ability to: Communicate clearly and effectively, both orally and in writing. Organize, set priorities, take initiative and exercise sound, independent judgement within areas of responsibility. Format documents and perform difficult operations requiring a high level of ability with word processing, spreadsheet and related types of software. Collect information, establish facts, take appropriate action or make recommendations. Express ideas clearly and concisely in writing. Recognize and maintain confidentiality of information in compliance with court regulations. Learn the organization, procedures and operating functions of the courts and division to which assigned and communicate this information to staff and the general public. Establish and maintain effective working relationships with court staff, county department personnel, members of the legal community and the public. Perform work with accuracy and attention to detail. Work independently; prepare a variety of complex charts, graphs, and other special documents. Identify need for, develop, and implement new forms or procedures.

EMPLOYMENT PROCESS AND EMPLOYEE BENEFITS

Equal Opportunity Employer:

The court does not discriminate on the basis of race, religion, color, national origin, sex, gender, sexual orientation, gender identity or expression, genetics, veteran status, age, or disability or any other status protected by law. The court will provide reasonable accommodation to qualified individuals with disabilities in compliance with state and federal law. In addition, the court complies with applicable state and local laws governing nondiscrimination in employment in every location in which the court has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

THE EMPLOYMENT PROCESS

Application: Prospective employees must submit an application, supplemental application form and other required documents by 5:00 p.m. on the final filing date. Final filing dates vary and are listed on the front of each job announcement. 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 will 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: The top five ranks on the employment list will be interviewed by departments having vacancies. The position supervisor makes the hiring decision.

Probationary Period: Employees appointed to competitive positions serve a probationary period of 6 months prior to being considered regular.

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.

COMPENSATION

Salary ranges have 5 steps with approximately 5% between steps. Starting salaries are normally at the first step with achievement of the second step after 6 months satisfactory service. Twelve months of satisfactory service are required between each of the remaining salary steps. Candidates granted advanced step appointments are required to perform twelve months of satisfactory service before consideration for the next salary step increase.

EMPLOYEE BENEFITS

The information listed below is a general summary of benefits. The Court has a variety of benefit options available which may differ between bargaining units. Some management positions are granted 5 additional days of vacation.

Vacation: 11 days initially; 16 days after 3 years; 20 days after 8 years; 25 days after 11 years; 300 hour accrual limitation.
Holidays: 14 holidays + 2 floating holidays per year.
Sick Leave: 12 days annually with unlimited accumulation.

Insurance: A medical PPO plan, dental and vision coverage are available. Dependent coverage is also available. Life insurance coverage of \$10,000 is provided. All positions are eligible for long-term and/or State disability insurance. Additional supplemental life and long-term disability insurance may be purchased by the employee.

Retirement: The retirement plan is a defined benefit plan administered pursuant to the 1937 Act County Employees Retirement Act and integrated with Social Security. In addition to ordinary retirement benefits, the plan provides disability and death benefits. Retirement contributions are made by both the Tulare County Superior Court and the employee. The Tulare County Superior Court has reciprocity with the State of California, contracting PERS agencies, State Teachers' Retirement System, and all County 1937 Act Retirement Systems.

Other Benefits: Employee Assistance Program, Employee Recognition Program, IRS Section 125 Program (provides tax savings for insurance costs, dependent care costs and unreimbursed medical expenses), and Deferred Compensation plans are available.

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Email us at courtHR@tulare.courts.ca.gov or Visit our website at <http://www.tularesuperiorcourt.ca.gov/>