



## **Court Document Examiner**

**Resumes in lieu of the application form will not be considered.  
Documents received after the closing date will not be considered.**

**Closing Date:**

**Annual Salary Range: \$53,183 - \$64,064**

**Definition:** Under general supervision, this technical level position provides procedural and paralegal review of family law, civil and/or probate matters to ensure that all case files are complete, accurate, and in compliance with statutes and local rules.

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

Review files and restraining orders to ensure that documentation is procedurally correct and in compliance with appropriate laws and local rules and notes deficiencies. Access and summarize local databases (jail search, CCPOR, eCourt) and screen for firearms on domestic violence cases pursuant to Family Code 6306. Perform legal research of statutes and case law pertaining to probate, civil or family law matters, and include in document reviews to the Court. Prepare summary documentation, set forth the facts of each matter before the court, summarize the legal factors and any issues and makes recommendations for action. Grant cases that meet established criteria, are legally and procedurally sufficient, and that have no outstanding issues; review cases for final discharge; ensure appropriate distribution by posting non-confidential tentative rulings on the court's website. Inform concerned parties of laws, regulations, and procedures of the Court. Research and monitor changes to probate, civil and family law; recommend policy and procedural changes required for compliance, and institute such modifications after approval. Complete annual and biennial financial line item reviews and audits of estates, trusts, guardianships, and conservatorships. Attend staff and other work-related meetings, workshops, seminars, and other continuing education requirements pursuant to California Rules of Court 10.478. Serve 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:** The combination of education and experience listed as follows are the minimum qualifications pursuant to California Rules of Court 10.777:

- (1) A Bachelor of Arts or Bachelor of Science degree from an accredited educational institution and a minimum of two years' employment experience with one or more of the following employers:
  - a) A court;
  - b) A public or private law office; or
  - c) A public administrator, public guardian, public conservator, or private professional fiduciary; or
- (2) A paralegal certificate or an Associate of Arts degree from an accredited education institution and a minimum of a total of four years' employment experience with one or more of the employers listed in (1); or
- (3) A juris doctor degree from an educational institution approved by the American Bar Association or accredited by the Committee of Bar Examiners of the State Bar of California and a minimum of six months' employment experience with an employer listed in (1).

### **Knowledge, Skills and Abilities:**

**Knowledge of:** Legal procedures, Legal research techniques, Court policies, correct English usage including spelling and grammar. Family law, civil and probate code provisions, California Rules of Court, Local Rules of Court, Welfare and Institutions Code, Health and Safety Codes. **Skill/Ability to:** Comprehend, follow and give instructions regarding complex issues, prioritize workload to meet departmental deadlines. Perform a wide range of complex and varied tasks, relate information to diverse groups, work independently to complete tasks. Make decisions regarding complex issues, interact with the public and/or co-workers in written and/or verbal form, communicating complex information in a simple manner. Coordinate with colleagues to ensure appropriate coverage of all required reviews for the Court. Operate a computer and other related office equipment.

# 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.

**Special Notice:** Candidates selected as full-time employees for positions in this classification may join the union and authorize a union dues deduction, or salary deduction of appropriate fee.

**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:** 13 holidays + 2 floating holidays per year.  
**Sick Leave:** 12 days annually with unlimited accumulation.

**Insurance:** Medical 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:** Voluntary benefit plan, 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.

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

Call our Job Information Line (559) 730-5000, option 8, option 2; Email us at [courtHR@tulare.courts.ca.gov](mailto:courtHR@tulare.courts.ca.gov) or

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