



The Superior Court of California, County of Butte
Human Resources Department
One Court Street, Oroville, CA 95965
Phone: (530) 532-7103  Fax: (530) 532-7291
www.buttecourt.ca.gov

The Superior Court of California, County of Butte invites applications for the following position:

COURT SERVICES SPECIALIST

Hourly Salary Range: \$19.65 – \$23.88

Filing Period: Friday, April 29, 2016 – Friday, May 20, 2016

POSITION: Under general supervision, performs a wide variety of detailed, technical and confidential clerical, administrative and judicial support duties; assists in analyzing and resolving court administrative and operational issues; and performs related duties as assigned.

ESSENTIAL JOB FUNCTIONS: *The following duties are typical of those performed by the incumbent in this classification. However, other duties may also be required.*

- Performs direct administrative support for Judicial Officers and Court Administration, including but not limited to composing correspondence
- Performs administrative duties such as filing, copying, scheduling meetings and making travel arrangements for Judicial Officers and Court staff
- Performs complex clerical work requiring a thorough knowledge of policies, procedures, terminology and other applicable regulations of a government agency
- Prepares a variety of documents (memoranda, reports, forms, spreadsheets, agendas, meeting minutes, resolutions, directives, ordinances, etc)
- Composes correspondence for Court Executive Management and Judicial Officers
- Maintains and reviews records
- Coordinates and assists with Court outreach events
- Performs duties with a high level of competency in the use of business software, including word processing, desktop publishing, spreadsheet applications and databases
- Orders, receives, inventories, and distributes shipments of books, office supplies and equipment
- Conducts daily reporting of facilities issues to the Judicial Council of California
- Acts as a receptionist, answers telephones, routes calls, takes messages, greets and directs visitors
- Provides information to the public, employees, and officials calling or visiting Court Administration; responds to general and complex inquiries pertaining to the Court and provides assistance to both internal and external customers including the public in accessing court services and programs
- Acts as liaison for the Grand Jury
- Acts as a liaison to other Court divisions, governmental agencies, and other parties with interest in the trial courts
- Provides liaison and staff support to a variety of committees and work groups
- Researches information and collects, compiles, verifies and interprets data for internal studies and external surveys
- Assists in gathering, tabulating and analyzing data and information for statistical reporting utilizing computer software applications
- Assists with administrative projects including those requiring statistical research, budget analysis, review of organizational policies, procedures, staffing, facilities and other administrative matters
- Uses personal computer to input or retrieve data and prepare reports
- Compiles and processes confidential materials
- Interprets, applies and explains laws, rules and regulations, policies and procedures
- Assists with the review of existing and proposed local, State and Federal legislation for impact on the Court's activities

EMPLOYMENT STANDARDS

Experience: Two years of increasingly responsible clerical experience in a court environment or three years of professional level administrative and/or clerical experience. An Associate Degree in Public or Business Administration, or a closely related field, from an accredited college or university may be substituted for one year of the required experience.

Knowledge of:

- Mathematics, spelling, and grammar
- Researching, preparing and presenting reports
- Principles and practices of record keeping
- Modern office methods and practices
- Statistical record keeping and interpretation
- Computer technology, office productivity software and the use of desktop computers
- Common office machines and their operation
- Business English, including vocabulary, correct grammatical usage, spelling and punctuation

Ability to:

- Deal tactfully and courteously with the public, vendors, other judicial partners and government agencies, Court employees and Judicial Officers
- Make decisions regarding procedural matters without immediate supervision
- Perform difficult and responsible clerical and administrative work with speed and accuracy and minimal supervision
- Utilize computer technology, including desktop computer. Utilize software applications including word processing, spreadsheet applications, database and desktop publishing
- Learn, interpret and explain laws, rules, regulations, procedures, and terminology applicable to the courts
- Analyze data and information and present ideas effectively
- Communicate effectively, orally and in writing
- Work cooperatively with those contacted in the course of work
- Maintain confidentiality
- Assess and prioritize multiple tasks, projects and demands
- Maintain composure and represent the Court professionally in highly visible events
- Interact with people of different social, economic, and ethnic backgrounds

Special Requirements: May be required to possess or obtain by appointment date a valid operator's license issued by the State Department of Motor Vehicles.

ENVIRONMENTAL AND FUNCTIONAL FACTORS: Incumbents will perform work inside of a controlled environmental facility; work alone or closely with others; perform work while standing, or sitting; must be able to communicate verbally with co-workers and other individuals; use fingers on both hands; be able to hear well; must be able to see clearly and up close; duties may require moderate bending, stooping, squatting, twisting, reaching, or working, on irregular surfaces; may require light physical effort which includes frequent lifting of up to ten (10) pounds and occasional lifting of up to twenty-five (25) pounds or more.

PRE-EMPLOYMENT POLICIES:

Candidates will be subject to a background and reference check, including fingerprinting for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). All offers of employment are contingent upon submission of documents verifying identity and authorization to work in the United States in accordance with the Immigration and Naturalization Control Act of 1986 using E-Verify and passing a pre-employment medical review/examination.

Note: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. Questions regarding this announcement may be directed to the Butte Superior Court Human Resources Office.

COMPENSATION

Salary: The stated salary range consists of 5 steps with approximately 5% between each. Annual performance reviews are given which may advance the employee through the steps.

Benefits:

- Sick Leave - 12 days annually
- Vacation - begins with 3 weeks / year and increases with longevity
- 13 paid holidays
- Position eligible for 2% longevity pay at 10, 15, 20 and 25 years of service
- Membership in (CalPERS) Retirement System (Employees are vested after 5 years of F/T service)
- Choice of Health Insurance Plans (HMO/PPO)
- Dental & Vision Plans
- CIGNA Life Insurance (\$25,000 coverage provided by the Court)
- Additional voluntary Life and AD&D coverage available for employee purchase
- ICMA Deferred Compensation Plan
- ADP Flexible Spending Accounts (Health & Dependent Care)
- Employee Assistance Program

APPLICATION AND SELECTION PROCEDURES:

You can download an application from the Butte Superior Court's website at www.buttecourt.ca.gov. You may also request an application by contacting Butte Superior Court Human Resources at 530-532-7103 or HR@buttecourt.ca.gov.

Applicants must submit a Superior Court Employment Application to the Human Resources office by 4:00pm on Friday, May 20, 2016, to be considered. Attachments/supplemental documents are welcome; however, will not be accepted in lieu of a completed application. Applications may be submitted online; dropped off at or mailed to either Butte Superior Court location (1 Court Street in Oroville / 1775 Concord Avenue in Chico); faxed to 530-532-7291; or e-mailed to HR@buttecourt.ca.gov.

Applications will be reviewed for minimum qualifications as listed in this job description. Possession of the minimum qualifications is not necessarily a guarantee of further advancement in the selection process. Those applicants appearing most qualified will be selected to advance. All information on the application must be complete to permit comprehensive review. It is important that your application show all the relevant experience and education you possess. The application is the first step in the examination process, and the information that you furnish will be used to determine your qualifications. List all relevant work experience, regardless of duration, including part-time and military service. Applicants must meet all of the minimum qualifications for the classification by the final filing date.

Policy of Nondiscrimination

Superior Court of California, County of Butte does not discriminate on the basis of mental or physical disability in the admission or access to, or treatment or employment in, its programs or activities. Special interview arrangements may be made to accommodate disabilities or religious convictions. Contact the Court Administrative Office at (530) 532-7013 well in advance of the exam/interview for assistance. The Superior Court of California, County of Butte encourages applications from all persons regardless of their race, color, sex, religion, age, national origin, ancestry, physical, or mental disability, medical condition or marital status. Disabled persons are encouraged to apply for all positions with the Butte Superior Court. Reasonable accommodation may be made in the testing procedure as well as the work site.