



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: \$18.99 – \$23.09*

*Salary is subject to a mandatory 3.85% reduction, with a corresponding receipt of 10 paid days off, for fiscal year 13/14 and an additional 5% reduction with a corresponding receipt of 13 paid days off, for fiscal year 14/15 due to current State financial difficulties.

Filing Period: Saturday, September 21, 2013 thru Friday, October 11, 2013

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

Representative duties: (the following list of duties is used for illustrative purposes only)

- Performs routine clerical and 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.
- Prepares a variety of documents (correspondence, memoranda, reports, forms, spreadsheets).
- Prepares and distributes agendas as required; may prepare minutes of various meetings specific to the Court; prepares resolutions and ordinances as required; maintains and reviews records.
- 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.
- Acts as liaison for daily reporting of facilities issues of the Administrative Office of the Court, Office of Court Construction and Management (AOC / OCCM).
- 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 the Court Executive Offices; 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.
- Interfaces with the Grand Jury and may perform customer service regarding jury service.
- Acts as a liaison to other court divisions, governmental agencies, and other parties with interest in the trial court system.
- 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 (Administrative Office of the Courts) surveys.
- Assists in gathering, tabulating and analyzing data and information for statistical reporting; manipulates statistical data 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 proposes local, State and Federal legislation for impact on the court's activities.

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.

MINIMUM QUALIFICATIONS

Two years of increasingly responsible clerical experience in a court environment or three years of professional level administrative and clerical experience. Successful completion of the requirements for an Associate of Arts 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

Pre-employment Policies and Other Requirements: 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; passing a pre-employment medical review/examination; background and reference check, including a fingerprinting check for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). May be required to possess or obtain by appointment date a valid California operators' license issued by the State Department of Motor Vehicles.

Salary and Benefits Package:

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 and 15 years of service
- Membership in (CalPERS) Retirement System
Employees are vested after 5 years of F/T service and may retire at age 55 with a 2% benefit
- Choice of 3 CalPERS Health Insurance Plans (HMO/PPO)
- Dental & Vision Plans
- CIGNA Life Insurance provided by the Court (\$25,000 coverage); employee can purchase additional voluntary coverage
- ICMA Deferred Compensation Plan available
- Employee Assistance Program

HOW TO APPLY:

An application may be obtained by visiting the court's website at www.buttecourt.ca.gov or contacting Butte County Superior Court, One Court Street, Oroville, CA 95965; 530-532-7103. **NOTE: Applicants must submit an original signed Superior Court Employment Application to the Superior Court Human Resources Office by the final filing deadline.** Attachments to the application will be accepted. Faxed applications will also be accepted at 530-532-7291 and must be followed by the original application postmarked no later than the final filing date and received within (7) days of the final filing date.

Applications will be reviewed for minimum requirements as listed in the job description. All questions on the application must be completed in sufficient detail to permit comprehensive review. It is important that your application show **all** the relevant experience and education you possess. The application will go through a screening process and only the most qualified will be selected to proceed to the examination process. The application is the first step in the examination process, and in some instances, it may be the only criteria utilized in developing the list of candidates. The information that you furnish will be used to determine your qualifications. List all relevant jobs regardless of duration, including part-time and military service. Include a complete list of work experience, which relates to the specific Minimum Qualification requirements. Applicants must meet all of the 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.