



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF MERCED**

**JOB ANNOUNCEMENT
#17-9**

**ADMINISTRATIVE ASSISTANT I
Open Recruitment**

Filing Deadline:	July 27, 2017 4:30 p.m. Actual Receipt	Annual Salary Range:	\$35,900.80 – \$43,659
		Hourly Pay Range:	\$17.26 - \$ 20.99

DEFINITION

Under general supervision, this clerical level position performs a wide variety of general and specialized administrative work for judges, commissioners, court management, and/or staff attorneys.

DISTINGUISHING CHARACTERISTICS

This is an entry and journey level position of the Administrative Assistant classification. This class is distinguished from the Executive Assistant classes in that the latter provide full support to court managers and judicial officers.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related or a logical assignment for this classification. Other duties may be required and assigned.

1. Relieves judges, commissioners, court management, and/or staff attorneys of routine administrative duties. This includes independent preparation of complex correspondence, maintaining calendars, scheduling meetings and conferences, making travel arrangements, reviewing documents for completeness, accuracy and compliance with legal and procedural requirements. Analyzes data and interprets directions, procedures and regulations.
2. Performs clerical duties such as complex computer work (including templates, Read Only files, forms), filing, copying, processing mail, assembling reports, statistical information, documents, operation and maintenance of various office equipment and machines, including, but not limited to, printer, photocopier, calculator, typewriter, and multifunction telephones. May serve as receptionist, answering telephones, assisting public at counter, providing information, answering concerns and scheduling appointments. Prepares agendas and minutes for various committees and meetings. Prepares, types, and proofreads various documents and forms from instructions, drafts, dictation or transcripts. Maintains files and law libraries including maintaining inventory and ordering law books and subscriptions. Coordinates listening devices, etc. for courtrooms.
3. Coordinates Court Reporter (employees and independent contractors) scheduling with related duties. Recommends and implements scheduling improvements and revisions.
4. Provides backup support to Clerk in Jury Office.
5. Researches, purchases and maintains inventories of supplies, office equipment, furniture, etc. Receives and processes purchases. Reviews invoices for payment.

6. Works with divisions to revise and improve Court forms. Maintains inventory of forms.
7. Implements and monitors court maintenance and facility improvement projects.
8. Schedules and coordinates meetings, events and appointments.
9. May assist with preparation of grant proposals and monitoring of grant programs.
10. Attend training as offered and/or directed. Travel to off-site courts, as needed.
11. Follow written and verbal directions.
12. Assist co-workers.
13. Maintain professional demeanor as defined in the Court Code of Ethics and professional appearance.
14. Must, at all times, demonstrate cooperative behavior with co-workers and management. Must deal tactfully and courteously with the public and legal representatives in providing information about court functions and proceedings.
15. Follow Court Rules and Regulations/Personnel Policies, Safety Procedures, Court Code of Ethics and Court Harassment Prevention Policy.
16. Other duties, as assigned.

WORK HOURS

As directed, per Division needs, including overtime

SUPERVISORY DUTIES

None

MINIMUM QUALIFICATIONS

Necessary Employment Standards

Knowledge, Skills and Abilities:

- Advanced operation of a computer and applications including software such as WordPerfect, Word, Excel, and Power Point as well as E-Mail; must be proficient in templates, and read only files within 30 days of hire
- Effective communication skills - verbal and written - in person, over the telephone and in writing with public, attorneys, co-workers, supervisors, managers, and judicial officers, correct English usage, vocabulary, spelling, and punctuation, as well as use of legible handwriting
- Must work well under pressure, meeting multiple and sometimes conflicting deadlines
- Analyzing of data, interpretation of directions, procedures and regulations and the ability to develop appropriate responses
- Function under minimal supervision, exercising sound judgment in making independent decisions. Possess excellent organizational skills
- Operate and maintain various office equipment and machines; familiar with modern office methods and practices, including filing systems, business correspondence and reception techniques
- Maintain confidential information in accordance with legal standards and/or other regulations
- Establish and maintain cooperative relationships with the public, co-workers, supervisors, judges, commissioners, independent contractors (such as interpreters and court reporters), and other management; work effectively with and assist individuals of various ages and cultural backgrounds; deal tactfully and courteously with the public and legal representatives in providing information about court functions and proceedings
- Valid California Driver's License and court acceptable driving record
- Must successfully complete fingerprinting and Criminal Record Background Check
- Public speaking skills

- Be dependable, punctual and have good attendance

Desired Knowledge, Skills and Abilities:

- Basic accounting procedures
- Knowledge of court procedures

EDUCATION AND EXPERIENCE REQUIRED

Education:

- Educational level equivalent to a high school diploma or GED

Experience:

- Three (3) years of clerical work experience

License, Certification and/or Special Requirements:

- A valid class C California driver's license required or self-arranged transportation; driver must have an acceptable driving record; the requirement will be reviewed on a position basis in accordance with ADA regulations

ESSENTIAL PHYSICAL AND MENTAL DEMANDS

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data; includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data, and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness, and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

Physical Ability:

- Strength, dexterity, coordination, and vision to use a keyboard, computer monitor, and other office equipment on a daily basis and for extended periods of time
- Fine finger manipulations, dexterity, and coordination to handle files and single pieces of paper
- Forceful and repetitive gripping, grasping, and pinching
- Occasional lifting and carrying of objects weighing up to 20 lbs.
- Frequent reaching for items on shelves, above, at, and below desk/shoulder level
- Exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or negligible amount of force constantly to move, torque, twist, push, and pull objects
- Frequently sit for extended periods; frequently stand for extended periods; and frequently walk, move, bend, stoop, lift, and stretch
- Able to move to different locations such as, but not limited to: courtrooms, clerk's office, various departments, other court facilities, and desk assignments based on the operational needs of the Court
- Able to traverse inside and outside over uneven ground and pavement
- Perform repetitive writing, typing, copying
- Employees are regularly required to verbally communicate both in person and by telephone
- Corrected hearing and vision to normal range

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The Superior Court of California, Merced County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Superior Court of California, Merced County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

APPLICATION AND SELECTION PROCESS

Applications may be obtained from and submitted to:

Merced Superior Court
Human Resources
627 W. 21st St., Room 20
Merced, CA 95340
(209) 725-4103

Or visit our website at www.mercedcourt.org

All applications for employment must be made on an official application form and must be filed with Human Resources on or prior to the closing date and time for receipt of applications. Postmarked and faxed applications will not be accepted. A resume may be included with the application as supplemental information, but will not be accepted in lieu of an official application. All information on the application must be completed – “see resume or see attached” is not acceptable. Applications must be legible,

signed and complete (including copies of licenses, certificates, transcripts, Supplemental Questionnaire, etc. if required). All information is subject to investigation and verification.

The selection process is subject to change. Applications will be accepted on a continuous basis until a sufficient number are received at which time the recruitment will be closed or the filing deadline has occurred. In order to insure proper evaluation of employment qualifications, it is suggested that applicants read the directions carefully and fill out the application COMPLETELY. Those applicants meeting the minimum qualifications and possessing the most relevant experience as shown on the application may be invited for an interview. The screening of applications will be done by Human Resources who will determine the most qualified to be referred for interviews.

If you require accommodations in the application or interview process, contact Human Resources at the number listed above before the deadline posted on the job announcement.

Merced Superior Court is an Equal Opportunity Employer.

Posting Date: 07/14/17



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GENERAL INFORMATION

Conditions of Employment

Successful completion of fingerprinting and a criminal record background check is required prior to appointment and is a condition of employment.

All employees of the court who operate a vehicle on court business must certify they possess a valid California Driver's License and required levels of automobile insurance. A Department of Motor Vehicles search will be done and employee must have an acceptable driving record in order to operate a vehicle on court business.

Convictions

Felony and misdemeanor convictions MAY BE disqualifying for employment with the court.

Drug Free Workplace Policy

The use of illicit drugs and alcohol is not permitted in the workplace. Employees who violate this policy are subject to disciplinary procedures which include termination.

Employment Eligibility

In accordance with the Immigration Reform and Control Act of 1986, all persons hired after November 6, 1986, are required to present to the Court, at the time of appointment, original documents which show satisfactory proof of: 1) identity and 2) U.S. Citizenship or a legal right to work permanently in the United States.

Introductory Period

Individuals accepting regular appointments must successfully complete an introductory period.

Union Representative

Merced County Trial Court Employees (MCTCE), Local 1, is the negotiating agent for some Merced Court job classifications. As of 2/6/06, MCTCE Local 1 is an Agency Shop. Management, Supervisory and Confidential positions are not represented.

Benefits Include (for Regular Status employees only, prorated for variable shift part time employees):

Vacation:

10 days paid vacation each year for the first 5 years of employment
15 days accrual during the second 5 years
20 days accrual after 10 years
25 days accrual after 20 years

Sick Leave:

Unlimited sick leave accumulation

Holidays:

14 paid holidays

(Accrual is based on work hours. 5 years = 10,400 regular scheduled work hours; 10 years = 20,800 regular scheduled work hours; 20 years = 41,600; 25 years = 52,000 regular scheduled work hours.)

Employee Assistance Program:

6 free visits per incident per year. Available to qualifying dependents.

Health Insurance:

Major group medical, dental and vision currently paid for by the Court for the employee and medical, dental and vision care for eligible dependents with 50% of the premium paid by the Court.

Life Insurance:

Represented employees - \$10,000 with premium paid by Court.

Management employees - \$5,000 with premium paid by Court PLUS additional life insurance provided by Court (\$30,000 to \$80,000 depending on position).

Retirement:

Court employees are covered by the Merced County Employees' Retirement Association (MCERA), a Defined Benefit Retirement System governed by the County Employees' Retirement Act of 1937.

Recruitment Reviews

Applicants who are not court employees and contend that the Court has misapplied, misinterpreted, or violated the recruitment policies may file a written notice with Human Resources for reconsideration of his or her qualifications within ten (10) days of the date the non-qualification notice was mailed, and a reply will be mailed to the applicant. Human Resources' decision shall be final.

If an employee contends that the Court has misapplied, misinterpreted, or violated the recruitment policies, notification must be filed with the Court Executive Officer, whose decision will be final. Any such request must be filed within ten (10) days of the date on which notification of non-qualification was received by the employee. If notice is provided by mail, the notice shall be deemed to have been received five days after the date of mailing. In accordance with the Memorandum of Understanding, recruitment and selection issues are excluded from the grievance procedure.

The above information is a general summary of benefits for this position. This information is not legally binding, nor does it serve as a contract.