



SUPERIOR COURT OF NEVADA COUNTY FULL TIME TEMPORARY POSITION (Through 6/30/18)

COURT SERVICES ASSISTANT I/II

APPLICATION DEADLINE: Open until filled
LOCATION: Nevada City and Truckee Branch Courts
SALARY: CSA I: \$16.21- \$19.70 hourly
CSA II: \$17.64 - \$21.44 hourly
\$250 per month differential for Truckee location

FILING REQUIREMENTS:

Job Application available at www.nevadacountycourts.com or contact Human Resources at (530) 470-2728. Resumes are welcome but will not be considered in lieu of a completed Application.

SEND TO: Superior Court of Nevada County, Human Resources Dept., 201 Church Street, Suite 6, Nevada City, CA 95959; Fax: (530) 478-5603; Telephone: (530) 470-2728

DEFINITION:

Performs clerical and courtroom support. Prepares and maintains a wide variety of legal documents and records. Collects and records fees, fines and other monies. Provides general informational assistance to the public regarding filing and recording requirements, timelines, procedures and calendaring; cross-trains in other court services and functions i.e. accounting, civil, traffic, criminal, family and juvenile law.

EXAMPLES OF DUTIES:(Illustrative only)

- Receive and examine legal documents.
- Process, index and maintain documents and exhibits.
- Prepare notices, abstracts, warrants and other documents.
- Maintain accounting records related to collection of monies and prepare deposits.
- Issue receipts and balance cash drawers.
- Serve as a courtroom clerk; attend court trials and hearings to provide clerical support.
- Maintain and update court calendars to indicate status and disposition of cases.

MINIMUM QUALIFICATIONS

Court Services Assistant I:

Knowledge of: Office practices, English usage, spelling, grammar and punctuation. Receptionist techniques and telephone etiquette. Cash accounting and balancing practices. Word processing software applications.

Ability To: Provide excellent customer service. Understand and carry out oral and written instructions. Type/word process at 35 wpm. Perform basic math calculations accurately. Operate a variety of office machines including computer systems. Take and transcribe notes in an accurate and timely manner. Prepare clear and concise correspondence. Communicate effectively, tactfully and positively in both

oral and written forms. Maintain manual and computerized record keeping and calendaring systems.

Court Services Assistant II: (All of the above, plus)

Knowledge of: Basic accounting and bookkeeping; administrative/operational procedures; pertinent codes, rules and guidelines, legal procedures, records, documents and terminology;

Ability To: Understand and carry out oral and written instructions in an independent manner. Organize and prioritize tasks in an effective and timely manner. Perform clerical support functions effectively in all operational areas of the court system; locate, understand and apply pertinent codes, rules and guidelines.

Training and Experience:

Court Services Assistant I: Successful completion of the twelfth (12th) grade to include the ability to read and write at a level required for successful job performance. At least one (1) year of work experience performing clerical, receptionist, or public contact duties to include working with legal documents and terminology.

Court Services Assistant II: (All of the above, plus) Progressively responsible work experience performing duties similar to those of a Court Services Assistant I.

Physical Requirements: Incumbents must be able to: see and distinguish objects across a courtroom; hear and understand conversations. Ability to sit for extended periods, frequently stand and walk; manual dexterity and eye-hand coordination; audio and verbal communication.

BENEFITS

The Court provides a monthly health care allowance. This allowance will be applied to premiums in CalPERS health insurance, Delta Dental and VSP plans. The Court also provides basic life insurance and an employee assistance plan. Optional benefits include voluntary life insurance, AFLAC and deferred compensation plans. Retirement is provided through an integrated plan of California Public Employees Retirement System and Social Security. Employees in this organizational unit accrue paid leave at a rate of 23 days per year and receive 13 paid holidays.

SELECTION PROCESS

Applicants must complete and submit an application by deadline listed above. Applicants will be given a written examination designed to measure job skills. Applicants whose qualifications most closely match the job requirements will be invited to participate in an oral interview, which will evaluate the education, experience and personal qualifications of the applicants. Appointment will be based upon the results of the written examination and oral interview.