



THE SUPERIOR COURT OF CALIFORNIA  
COUNTY OF NEVADA

**Job Announcement**

**Court Services Assistant I**

*Open Until Filled*

**Where: California Superior Court of Nevada in Truckee California**

**Salary Range: \$2,894.15 - \$3,517.86**

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***Court Services Assistant I*** - This position is an entry level position in the Court Service Series. The job's functions encompass clerical and court room support in the preparation, maintenance and processing of a wide variety of legal documents. The collection and recording of fees, providing informational assistance to the public regarding filing and recording requirements, timelines, court procedures, and to produce quality work within established timelines.

***Minimum Qualifications***

***Knowledge of:*** Office practices and procedures, English usage in spelling, grammar and punctuation, telephone etiquette, customer service skills, cash accounting and balancing practices, designated software applications and programs.

***Ability to:*** Understand and carry out oral and written instructions, multi-task, comprehend and utilize designated software programs. Perform accounting functions accurately, take and transcribe court room minutes in an accurate timely manner, prepare clear and concise correspondence and reports. Communicate tactfully and positively in both oral and written forms. Establish and maintain effective working relationships and work as a team player. Operate a variety of office machines, equipment and computer systems.

***Court Benefits:*** The Court offers a benefit package to its regular full-time and part-time employees working more than 20 hours per week. A variety of medical health insurance plans are available through CALPERS. The Court offers vision, dental, deferred compensation, Flexible Spending Plan, Life Insurance, Aflac, Employee Assistance, and a Paid Leave Program (PLP).

CAPPERS Retirement – 2%@62 or 2% at 60 if the applicant qualifies as a “classic” member as defined by CALPERS. For questions on CAPPERS Public Agency Benefits call (888) 225-7377.

***This announcement is not an offer of employment by the Superior Court of Nevada County***

**Filing Requirements:**

***All applicants must submit a completed Job Application and Resume***

Court Application is located at: [www.nccourt.net](http://www.nccourt.net)

**Submit Completed Application and Resume to: Superior Court of Nevada County-Human Resource Department**

**201 Church Street-Suite 6 Nevada City, CA 95959**

**For questions email [hr@nccourt.net](mailto:hr@nccourt.net)**