

Shasta County Superior Court has a **continuous** recruitment for the position of **Court Services Assistant I**.

The Ideal Candidate

The ideal candidate will have clerical and/or collections training and a customer service background in a court or legal environment.

Knowledge of:

- Public information and communication techniques;
- Office practices, procedures, and equipment;
- Business English, spelling, and basic mathematics;
- Record keeping principles, techniques, and filing systems;
- Methods of locating and verifying information using source documents;
- Microsoft Word;
- Document preparation.

Ability to:

- Communicate effectively, both orally and in writing;
- Follow oral and written directions;
- Learn office rules, methods, and policies;
- Make arithmetical calculations with speed and accuracy;
- Operate computer, calculator, and other standard office equipment;
- Learn to perform clerical, accounting, and collection activities;
- Prepare basic accurate financial and statistical summaries and reports;
- Collect delinquent fees and fines;
- Input data into various automated financial programs;
- Demonstrate tact and diplomacy when dealing with the public, other law and justice agencies, and fellow employees.

Qualifications

One year of general clerical, accounting, or collections experience that provides knowledge of general office procedures or any combination of training and experience that provides the desired knowledge and abilities.

Special Requirements

- A California Class C Driver License with an acceptable driving record.
- A background check will be performed and the final candidate will be required to be fingerprinted.
- Ability to lift 25 pounds.
- All Court employees must take the Oath of Allegiance.

- **A verifiable typing certificate of 40 net wpm obtained within 12 months of the final closing date.**

Please Note: If you are selected for hire, the Court will require verification of employment eligibility or authorization to legally work in the United States.

Example of Duties

Receive and account for payments of fines, fees, and penalties; effect the collection of delinquent and current accounts by direct contact, correspondence, or other appropriate recovery methods that are available; receive and examine legal documents for sufficiency, completeness, conformity, jurisdiction, and/or validity before acceptance for action by the court; receive and complete orders for service and materials from public and staff and evaluate circumstances and problems and direct persons to appropriate offices; assist public either on the phone or over the counter in use of court forms, document filing procedures, and other matters requiring the application of technical legal/judicial procedures and practices; assist individuals in locating material and information, explain fees and fines and respond to verbal and written queries from the public, members of the Bar, case witnesses, and law enforcement representatives; gather information to respond to inquiries by researching case status, case documents, and file notations, rules, procedures, or codes; prepare document files and assign identification codes and file a variety of legal documents and related case materials; prepare and use indices to locate materials; prepare case records and files to be forwarded to the Court of Appeals; check criminal warrants and histories, type and print labels, copy materials requested from files and send to appropriate individual or agency, and insert information and documents in pre-established files in appropriate sequence; verify, enter, retrieve, and correct or update information in manual and/or automated information storage system including automated case records, and reconcile data posted to automated and manual reports and record keeping systems; maintain logs, work production reports, and compose and/or prepare routine reports and correspondence related to official court action or document processing and case status.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary and Benefits

- **Salary:** \$2,157 - \$2,753 monthly (2009/2010 fiscal year—salary will be reduced by 4.62 percent).
- **Vacation:** 10 days first 3 years; 15 days 4-9 years; 17

days 10-15 years; 20 days after 16 years (2009/2010 fiscal year—additional vacation leave will accrue due to salary reduction).

- **Sick Leave:** 12 days per year with a pro rata payoff at termination after at least five years of employment.
- **Holidays:** 13 days per year.
- **Retirement:** P.E.R.S. 2% at 55 (coordinated with Social Security) with employee contribution paid by the Court after five years of employment.
- **Insurance:** A medical and dental plan with the Court paying for most of the employee and a portion of the dependent cost, a vision plan, and a fully paid life insurance policy.
- **Medical Insurance Opt-Out:** Employees who “opt-out” of the medical plan may be eligible to receive a \$125.00/month stipend.
- **Other:** A deferred compensation plan, credit union, and direct deposit are available.

Travel expenses to appear for an interview will not be reimbursed.

Application and Selection Procedure

Candidates must complete and submit a Court application form and provide a **verifiable typing certificate** (dated within 12 months of the final closing date). A cover letter and resume may also be submitted. A qualifications appraisal committee will review applications and only the best-qualified candidates will be invited to test for the position. Meeting the announced requirements does not guarantee inclusion into the selection process. Passing written test scores will prompt an interview invitation. The interview process ranks you for the list of eligible candidates and the top finalists will be referred to the Court Services Manager for final interview, background check, and selection. Successful applicants receiving a conditional offer of employment will be required to pass a physical examination and drug/alcohol test.

Incomplete applications will not be processed. It is not acceptable to complete the application with statements such as “See/Refer to Resume” or “See Attached.” Shasta County Superior Court is an Equal Opportunity Employer. Arrangements may be made to accommodate applicants with disabilities by informing the Human Resources Division in writing or by telephone at the time of application.

Submit application materials to:

**Shasta County Superior Court
Human Resources Division
1500 Court Street, Room 106
Redding, CA 96001**

Phone for an application at (530) 225-5752, pick up an application at the above-noted address, or visit our Web site at www.shastacourts.com.

Applications will be accepted on a continuous basis. **Faxes and e-mails will not be accepted.**

About the Court

The Superior Court of California, County of Shasta, hears criminal, civil, traffic, family law, probate, juvenile, and mental health cases. There are ten judges and two commissioners with a staff of approximately 180 employees (including extra-help and security personnel). The Court operates at the county seat in Redding. The Court has one branch facility in Burney.

About Shasta County

Shasta County is a general law county with a population of approximately 200,000. Interstate 5 runs through the county, which is located 160 miles north of Sacramento, and has a relatively large land area of 3,850 square miles. The seasonal climate offers excellent adventures in the great outdoors, including camping, hiking, biking, skiing, hunting, and fishing. The Sacramento River traverses the county, spilling into and out of Shasta Lake (367 miles of shoreline). These bodies of water, along with Whiskeytown Lake and the surrounding mountains, provide for an array of recreational activities. Mt. Lassen and the Trinity Alps lie in adjacent counties. Views of Mt. Shasta are prominent as one travels around the county.

The City of Redding (population 90,000) is the financial, industrial, medical, and retail center of far Northern California. Redding has outstanding municipal services, good schools, two large acute care hospitals, and offers a variety of cultural activities. The county's two other incorporated cities, Anderson (population 10,050) on I-5, 10 miles south of Redding, and Shasta Lake City (population 9,693) on I-5, 8 miles north of Redding, are growing population centers. Housing is available in most price ranges, with a median cost of \$237,000.

Advanced education is available in the county at Shasta Community College (AA and Technical Programs), Simpson University (BA and Special Programs), National University (BA and Special Programs), and through the California State University Extension Program. California State University at Chico is located 70 miles from Redding.

EQUAL OPPORTUNITY EMPLOYER

Shasta County Superior Court
Human Resources Division
1500 Court Street, Room 106
Redding, CA 96001

SUPERIOR COURT OF THE STATE OF CALIFORNIA

COUNTY OF SHASTA

INVITES APPLICATIONS FOR



Court Services Assistant I

\$2,157 - \$2,753 Monthly
(\$12.44 - \$15.88 Approx. Hourly)
[2009/2010 Budget Year—Salary Will Be
Reduced by 4.62 percent]

Final Filing Date: Continuous