



**SUPERIOR COURT OF CALIFORNIA, COUNTY OF SHASTA
invites applications for the position of:**

Court Services Assistant I

SALARY: \$14.61 - \$21.59 Hourly
\$1,169.08 - \$1,727.54 Biweekly
\$2,533.00 - \$3,743.00 Monthly

OPENING DATE: 06/01/18

CLOSING DATE: 08/24/18 12:00 PM

PLEASE NOTE THE FOLLOWING:

Written Exam: Wednesday, August 29, 2018
Panel Interviews: Tuesday, September 4, 2018

A valid typing certificate of 40 wpm (net), dated within the last 12 months must be included as an attachment to your online application or your application will not be considered.

PLEASE NOTE: A valid typing certificate may be obtained from a government agency, temporary employment agency, business college, adult school, or a public school system. The Court does not accept typing tests taken from the Internet.

POSITION SUMMARY:

Under the supervision of a Court Services Manager or Court Services Supervisor, a Court Services Assistant performs specialized duties in support of Court operations including processing legal documents, performing specialized accounting duties, pursuing and securing payment of receivables and delinquent accounts, preparing minutes of Court proceedings, assisting attorneys and litigants, processing judicial decisions, and other recordkeeping duties.

The Court Services Assistant is a three level series distinguished primarily by the complexity of work, level of independent judgment, and action and application of technical knowledge.

Court Services Assistant I is the entry level in the series. A CSA I initially works under close supervision performing a variety of general clerical duties associated with one segment of Court operations while learning to apply specialized court/legal practices and procedures applicable to assigned work unit(s). As a CSA I develops knowledge and proficiency, a wider variety of duties are assigned and they are allowed to work more independently. Almost all new or unusual situations are referred to senior staff for assistance.

Court Services Assistant II is the journey level of the series. A CSA II is expected to perform the full range of specialized clerical duties in support of assigned Court operations and must exercise independent judgment and action within established criteria. New or unusual situations are frequently referred to senior staff.

Court Services Assistant III is the advanced journey level in the series, providing technical expertise to operational service units within the Superior Court and may regularly be assigned some courtroom clerk duties. Incumbents perform the full range of specialized clerical duties and provide technical assistance in the more complex assignments. A CSA III will exercise considerable independent judgment and action within defined criteria.

EXAMPLE OF DUTIES:

- Assist the public on the phone or in person in the use of Court forms, document filing procedures, jury services procedures, and other such matters requiring the application of technical, legal, and judicial procedures and practices.
- Receive, examine, and file legal documents; prepare and maintain case files.
- Review case files for readiness of a hearing or trial; prepare and distribute calendars; maintain trial status and availability of courtrooms.
- Prepare and/or issue warrants, writs, orders, abstracts, and other official documents on behalf of the Court.
- Enter traffic, municipal code, and county code violation citations.
- Recall warrants, exonerate bail, prepare judgments, dismissals, or seal cases pursuant to Court order.
- Compute, receive, and post payments, bail, fines, and fees; compute penalty assessments; enter bail and trust monies; and keep various financial and statistical records.
- Process claims, invoices, purchase orders, payments, and warrants; verify, balance, and adjust accounts and records; and posts, tally, and reconcile account records.

QUALIFICATIONS/REQUIREMENTS:

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.

Knowledge of:

Public information and communication techniques
Office practices, procedures, and equipment
Record keeping principles, techniques, and filing systems
Customer services skills
Methods of locating and verifying information using source documents
Document preparation
Business English, spelling, and basic mathematics

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
Accurately prepare basic 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

APPLICATION AND SELECTION INFORMATION:

Carefully complete your online application, [attach the required typing certificate](#) and submit by the filing deadline. Applications submitted without a valid typing certificate will not be considered.

- Complete all requested information fully.
- Incomplete applications will not be processed and your application will be rejected if you write statements such as "See/Refer to Resume" or "See Attached."
- It is important that your application show all the relevant education and experience you possess.
- Minimum requirements must be met at the time of filing.
- If you held multiple positions with the same employer, please list each job title and duties separately.
- The Work Experience portion of your application profile should account for all employment within the last 10 years, including your current or most recent position. Include U.S. Military Service, self-employment, and relevant unpaid volunteer work.

- Explain gaps between any employment periods by way of a separate attachment to the application.

Incomplete application materials, false statements, omission of a material fact, or partial information will result in disqualification.

A cover letter and resume are welcome, but are not accepted as a replacement for your application.

The Court reserves the right to modify the selection/examination process at its discretion.

If you submit multiple applications, ONLY your most recent application and attachments will be considered.

A qualifications appraisal committee will review applications and requested materials, and only the best-qualified candidates will be invited to test for this position. Meeting the announced requirements does not guarantee inclusion into the selection process. A passing written test score will prompt an interview invitation.

All correspondence regarding the selection process, including scheduled tests and interviews is sent via email. You are responsible for checking your email account on a regular basis to find out the status of your application.

Shasta County Superior Court is an Equal Opportunity Employer.

Arrangements may be made to accommodate applicants with disabilities by informing Human Resources in writing or by telephone at the time of application.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.shasta.courts.ca.gov>

1500 Court Street, Room 106
Redding, CA 96001
(530) 245-6721

employment@shasta.courts.ca.gov

Position #2018-801 09-04-2018
COURT SERVICES ASSISTANT I
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Court Services Assistant I Supplemental Questionnaire

* 1. Do you meet the minimum qualifications for this position?

- Yes
 No

* 2. Did you attach a valid typing certificate?

- Yes
 No

* 3. I understand that for my application to be considered, I must thoroughly complete the work experience and education portions of the application form, as well as provide a typing certificate as an attachment, to demonstrate my qualifications for this job.

- Yes No

* Required Question