



The Superior Court of California, County of Sutter

Applications are being accepted for

Eligibility List for Court Services Technician ⁽⁴⁻²²⁾

Application Deadline: 4:00 p.m. on Mon., June 27, 2022

Hourly Rate: \$17.4596 to \$21.2223

Generally, total compensation package, including retirement and health benefits, is equivalent to an hourly rate of \$24.38 to \$28.51.

HOW TO APPLY

Application forms are available online at www.suttercourts.com or Courthouse Administration Office - Room 200, 1175 Civic Center Blvd., Yuba City, 8:30 a.m. to 4:30 p.m. or call Human Resources (530) 822-3302.

The following documents are required to be submitted as an Application Packet:

1. A thoroughly completed and signed court application form; and
2. The Supplemental Application (page four of this announcement); and
3. A résumé (A résumé will not substitute for the responses to this application); and
4. A current (issued within the past 6 months) keyboarding certificate documenting a corrected rate of 40 words per minute. Online typing certificates will NOT be accepted. Certificates can be obtained from any employment agency (for a fee) or free of charge through the EDD, Sutter County 1-Stop Business Center, 950 Tharp Rd. Bldg. 1000, Yuba City, CA 95993, 530-822-5120. Please call to confirm hours and availability.

Deadline - no later than 4:00 p.m., Mon., June 27, 2022. Submit complete Application Packet to:

**Superior Court of California, County of Sutter
Human Resources - Room 200
1175 Civic Center Blvd.
Yuba City, CA 95993**

Application Packet can be submitted by email to: HRDivision@suttercourts.com. Application packet with original signature must be mailed and postmarked within two days of email. Alternatively, application packet can be delivered in person to the address above within two days of email. APPLICATION PACKETS SUBMITTED VIA FAX WILL NOT BE ACCEPTED.

Examples of Essential Duties/Functions: This entry-level position performs clerical work in support of court services functions including, but not limited to, court interpreters, court reporters and clerical duties within all divisions of the court. Incumbents work under close supervision to perform the following duties:

- Perform routine clerical duties as assigned;
- Provides clerical support to managers and supervisors within the divisions of the court;
- Serves as court coordinator in scheduling and fulfilling the court needs for court reporting services, language interpreters, and other court services;
- Prepares claim forms for contracted services accurately and processing according to established policies.

Minimum Qualifications

Knowledge of:

- Work planning, organization and prioritizing;
- Correct English usage, spelling, grammar, and punctuation;
- Proficient in the use of modern office equipment and computer programs such as Word, Excel, Outlook, and others used in the day to day operations of the court.

Ability to:

- Perform responsible clerical work with speed and accuracy;
- Use good judgement in the analysis of the Court's needs for court interpreters and court reporters;
- Compose clear and concise correspondence;
- Learn, interpret, and apply policies and procedures;
- Accurately prepare reports or other documents related to assigned tasks;
- Work within established timelines for the successful completion of duties as assigned;
- Learn and utilize court case management system.

Education and Experience: A high school diploma or its equivalent; one year of full-time, paid or volunteer clerical experience involving public contact, and the ability to type 40 net words per minute *or* a combination of education and work experience that provides the level of knowledge required.

License or Certificate: May be required to possess or obtain by appointment date a valid California operator's license issued by the State Department of Motor Vehicles. Will be required to undergo a criminal background investigation.

Selection Procedure: *Application packets will be reviewed for minimum qualifications. Applications that contain documentation that the job applicant meets the minimum requirements may be referred to a screening committee. Candidates with the most directly related experience, education, and training may be invited to a written, performance and/or oral exam. Investigation of employment history and references may be conducted prior to offer of employment. The information provided in this job announcement is general in nature and does not constitute an expressed or implied contract.*

Salary and Benefits:

Salary: Salary range consists of five steps with approximately a five percent difference between each step. Annual performance reviews are conducted which may advance the employee through the steps. The court strives to provide internal promotional opportunities whenever possible. *Vacation:* This position provides 12 (twelve) days vacation per year. Vacation accrual is scheduled to increase with each additional five years of service up to a maximum of 21 (twenty-one) days per year. *Holidays:* Thirteen paid holidays each year. *Sick Leave:* Sick leave accrues at the rate of 12 (twelve) days per year for full time employees. *Medical, Dental, and Vision Insurance:* The court pays the major portion of health, dental, and vision insurance for employees and eligible dependents. *Life Insurance:* Term life insurance is provided for employees and eligible dependents and paid for by the court. *Retirement:* The court provides a defined benefit retirement plan through California Public Employees' Retirement System (CalPERS). *Deferred Compensation:* The court offers two deferred compensation plans for employees who wish to participate through payroll deduction. *Employee benefits may vary with different employee bargaining units.*

Recruitment Process

Submit a completed court application, supplemental application and other documents as requested in the *HOW TO APPLY* section at the beginning of this announcement, by the date and time indicated. Applying for certain positions may require that you participate in written exams and oral interviews.

Please notify Court Human Resources prior to the final filing date of this recruitment if you believe you have a disability that would make it difficult to participate in any portion of the recruitment process and would require reasonable accommodation. The court reserves the right to require medical documentation concerning the need for reasonable accommodation.

Pre-Employment Policies

Offers of employment are contingent upon submission of documents verifying identity and authorization to work in the United States in accordance with the Immigration Reform and Naturalization Control Act of 1986; successful completion of background and reference check; satisfactory driving record and proof of automobile insurance (if applicable to the job), and other requirements of the position (licensing, certification, etc.) and may include a pre-employment medical review/examination, and alcohol and drug screening. Employees who are authorized to and use their car during the course of conducting court business and who, subsequent to their hiring, incur significant moving violations or lack of insurance may be subject to disciplinary action up to and including dismissal.

THE SUPERIOR COURT OF CALIFORNIA, COUNTY OF SUTTER IS AN EQUAL OPPORTUNITY EMPLOYER AND ENCOURAGES APPLICATIONS FROM ALL PERSONS REGARDLESS OF RACE, COLOR, SEX, RELIGION, AGE, NATIONAL ORIGIN, ANCESTRY, PHYSICAL, OR MENTAL DISABILITY, MEDICAL CONDITION OR MARITAL STATUS. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT AND CALIFORNIA LAW, THE COURT WILL ENGAGE IN AN INTERACTIVE PROCESS TO PROVIDE REASONABLE ACCOMMODATION TO QUALIFIED INDIVIDUALS WITH DISABILITIES. IF YOU REQUIRE AN ACCOMMODATION, PLEASE NOTIFY HUMAN RESOURCES, (530) 822-3302.

Eligibility List for Court Services Technician Supplemental Application (4-22)

All candidates are required to complete and return this supplemental application form with their official application packet for this position. Your responses to the questions contained in this supplemental application form will be used in part to determine those applicants who meet the necessary employment standards for the position. In addition, your responses will be reviewed and used to assist in the final hiring process.

Responses to the following questions should be limited to one page per question. Responses must be legibly handwritten or typed.

Read each question carefully.

Make certain that each question is answered COMPLETELY and CORRECTLY before you submit this questionnaire.

Do not leave a blank question.

Please print your name, sign and date EACH page.

1. Please explain why you are interested in working for Sutter Superior Court.
2. Describe a situation and how you handled it where you had to use exceptional customer service skills.
3. What have you done in past situations to contribute towards a positive team environment?
4. Do you consider yourself dependable? Why?
5. Do you consider yourself to be organized and detailed oriented? Explain how in your past experience you have demonstrated being organized and detailed oriented.
6. Describe in your past experience how you have been able to multi-task in order to keep up with a heavy workload.
7. Describe your education and experience that you believe qualifies for this position.

I certify the information provided is accurate and complete to the best of my knowledge and represents my sole personal work. I understand any falsification may cancel any terms, conditions, or privileges of employment.

Signature: _____

Date: _____

(Please return this signed form attached to the responses to the questions.)