

**Superior Court of California,  
County of Yolo**

**Job Announcement & Supplemental Questions**

**Judicial & Executive Administrative Assistant  
Recruitment # 14-18**

**Salary:**

**Monthly: \$3,595 - \$4,370**

**Annually: \$43,140 - \$52,440**

**CLOSING DATE: Friday, December 5, 2014 at Noon**

**POSITION SUMMARY**

Perform administrative support and confidential legal secretarial work for Court Executives and the Judicial Officers. This position is responsible for a wide variety of general administrative and legal clerical tasks. General direction is provided by the Court Executive Officer or designee. This is an "at-will" position and is FLSA non-exempt.

**ESSENTIAL DUTIES include, but are not limited to:**

- Perform routine administrative duties for Court Executives and Judges including independent preparation of correspondence, maintaining calendars, scheduling meetings and conferences and making travel arrangements, review documents submitted to the court to ensure completeness, accuracy and compliance with legal and procedural requirements
- Prepare, type, and proofread legal documents (e.g. correspondence, memoranda, reports, forms, opinions, decisions, rulings and instructions) from instructions, drafts, dictation or transcripts
- Prepare agendas and minutes for various committees and meetings
- Review and process mail; compose responses to routine correspondence
- Perform clerical tasks such as filing, copying, faxing, assembling reports and documents and processing mail; operate a computer and a variety of other office equipment
- Receive and screen visitors and callers; explain procedures and provide information and/or refer to appropriate staff
- Perform basic legal research; collect, compile, verify and present data for statistical reports
- Maintain administrative and correspondence files
- Order office supplies and maintain legal office records and files
- Act as primary contact for facility service calls which includes managing internal facility management system, interface with web-based facility management systems for the county and the Judicial Council, primary contact for janitorial requests, and managing an inventory of court property
- Monitor temporary parking passes and court vehicle
- Monitor standard contracts and update as needed
- Establish and maintain effective working relationships and work collaboratively with staff
- Perform other related work as required

**AN IDEAL CANDIDATE WILL POSSESS THE FOLLOWING AND MEET EMPLOYMENT STANDARDS:**

**Knowledge of**

- Legal terminology, phraseology, documents and forms
- Letter and report writing
- Legal procedures and practices involved in composing, processing, completing and filing legal documents
- Clerical, financial and legal record keeping practices
- Public and community relations
- Correct English usage, spelling, grammar and punctuation
- Basic mathematics
- Modern office practices, procedures and equipment, which includes proficiency with computers and Microsoft Office software including Word, Outlook and Excel
- Working knowledge of court case management system is desirable

**Skill and Ability**

- Demonstrate a high degree of professionalism and maintain confidentiality
- Strong oral and written communication skills
- Work independently and follow instructions
- Demonstrate good judgment in a variety of situations
- Establish and maintain cooperative working relationships with others, including judicial officers, attorneys, supervisors, coworkers, other agencies and the public
- Organize, prioritize and coordinate multiple work activities
- Act under time pressures and meet critical deadlines
- Prepare clear, concise and accurate reports and records
- Understand and explain legal concepts and procedures
- Prepare legal documents and forms without advice or assistance
- Organize information and manage confidential files
- Take notes/minutes of meetings

**EMPLOYMENT STANDARDS**

Any combination of education and experience that could likely provide the required knowledge, skill and ability is qualifying. A typical way to meet the employment standards would be –

Equivalent to an associate degree, preferably with major course work in administration, business or a legal field (Specialized training in the legal secretarial field may be substituted); and two (2) years of experience performing administrative support work.

OR

Three (3) years of increasingly responsible lead clerical, secretarial, or administrative support work experience in a court or legal environment.

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### Essential skills and experience include:

- Computer proficiency and experience with Microsoft Word, Outlook, Excel, PowerPoint and Publisher
- Customer service skills
- Time management - the ability to organize and manage multiple priorities
- Excellent interpersonal and communication skills
- Valid California driver's license

### **PHYSICAL REQUIREMENTS & WORK ENVIRONMENT**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical Demands* -While performing the duties of this job, the employee is required to use dexterity and coordination utilizing hands to finger, handle or feel objects, use a computer keyboard, view a computer monitor, handle files, single pieces of paper, stacks of papers, and reference and other materials; reach with hands and arms; and stoop and kneel. Hearing and speaking are needed to listen effectively and to talk with individuals in person and by phone. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is frequently required to sit, stand, and move from place to place within the office. The employee is occasionally required to lift and/or move objects weighing up to twenty-five (25) pounds and reach for items above and below desk level. Lifting of objects weighing in excess of twenty-five (25) pounds will require team lifting.
- *Work Environment* – The noise level and traffic level in the work environment are similar to a busy business office.
- Normal business hours: 8:00 a.m. to 5:00 p.m., Monday through Friday. This position is FLSA non-exempt.

### **BENEFIT PACKAGE**

Yolo Superior Court employee benefits for this position are described below:

- CalPERS retirement (specific benefit determined per California Public Employee Retirement System regulations)
- Employees participate in Social Security, Medicare and State Disability Insurance.
- The Court offers access to CalPERS health insurance (6 HMOs and 3 PPOs). The Court contributes to the monthly cost as follows: Employee only: \$511.82, Employee +1: \$1023.13, Employee + 2 or more: \$1329.72. An in-lieu health insurance benefit is available
- Dental insurance enrollment is required and the Court contributes to the monthly cost as follows: Employee only: \$43.65; Employee +1: \$78.55; Employee +2 or more: \$128.45.
- Vision insurance enrollment is required and the Court contributes to the monthly cost as follows: \$13.30 (composite rate)

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- Deferred compensation plans are available
- A flexible spending account is available for qualifying medical or dependent expenses
- The Court provides a \$10,000 life insurance policy and a \$10,000 accidental death and dismemberment policy at no cost. Employees may purchase additional coverage for themselves and dependents
- Sick leave is earned at the rate of 8 hours per month
- New employees are granted 40 hours of vacation after 6 months of continuous employment, thereafter the rate of vacation accrual is 80 hours per year. The vacation accrual rate increases to 120 hours after 3 years
- Additional benefits include up to 32 hours of floating holiday leave and 13 paid holidays
- A confidential employee assistance program is provided

**RECRUITMENT PROCESS:**

To be considered for this position, job applicants are required to submit the following by the final closing date of this announcement:

- **Completed Yolo Court application form & Answers to Supplemental Questions**
- **Resume**
- **Cover Letter**

Human Resources will review applications. Applicants who are successful in the application screening phase may be contacted by phone or email and asked to participate in an oral interview conducted by a panel of subject-matter experts.

Yolo Court application forms are available on the Court's website, [www.yolo.courts.ca.gov](http://www.yolo.courts.ca.gov) or may be picked up from the Human Resources Department at 601 Court Street, Woodland CA 95695. Completed application materials may be mailed to Court Human Resources, P.O. Box 1290, Woodland CA 95776 or dropped off at the Human Resources Department. Completed application materials may also be emailed to [humanresources@yolo.courts.ca.gov](mailto:humanresources@yolo.courts.ca.gov) or faxed to 530-406-6883. If the application is emailed or faxed, the Court must receive the original application within 3 business days after the final filing date.

**Completed application materials must be signed and received by Noon on Friday, December 5, 2014. For more information, contact Human Resources 530-406-6881.**

**Required Supplemental Questions**

Responses to these Supplemental Questions must be completed and submitted together with the required Yolo Superior Court application form. Clarity, conciseness and completeness of answers are factors considered in the selection process. Your answers to these questions will be used to evaluate your experience and qualifications for this position. Please place your name and the job designation “#14-18 Judicial and Executive Administrative Assistant” on each page of your response.

1. Briefly describe your administrative or clerical experience in a court or legal environment.
  
2. Describe a work situation where your professionalism and confidentiality were important in terms of accomplishing the task.
  
3. Identify which of the following administrative duties you have performed:
  - Maintain executive calendars
  - Schedule meetings and conferences
  - Prepare meetings agendas
  - Take meeting minutes
  - Make travel arrangements
  - Prepare travel claims
  - Compose routine correspondence
  - Proofread documents for accuracy and completeness
  - Order office supplies
  - Serve as contact person for facility service calls
  - Maintain a property inventory
  - Monitor contracts & grants