

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

Job Announcement & Supplemental Questionnaire

Vacancies may be filled on a Limited Term basis

**Jury Services Assistant
Recruitment # 15-10**

Hourly: \$13.71 - \$16.67

Monthly: \$2,377 - \$2,890

Final Filing DATE: Noon on Friday, May 29, 2015.

POSITION SUMMARY

Assist with planning and coordination of jury services, utilize and operate computerized jury management systems; and assist in providing services to the Grand Jury. This position reports to the Jury Services Supervisor or designee. This is an "at-will" position and is FLSA non-exempt.

ESSENTIAL DUTIES include, but are not limited to:

- Receive, process and file juror affidavits/correspondence and respond in writing if errors are found or request is denied
- Manage and maintain individual juror records and files
- Prepare and maintain weekly jury trial records and files
- Provide factual information to the public and Court staff regarding procedures, appearance dates, rules, document submissions and other requirements
- Perform varied, responsible and detailed support duties adhering to legal codes, court procedures and business writing standards
- Prepare, type and proofread a variety of documents from instruction or draft for accuracy, completeness and compliance
- Research, assemble and analyze information from a variety of manual and automated sources for the completion of forms or reports
- Manage and maintain manual and automated records on a variety of jury trials
- Manage and maintain weekly jury trial calendars in order to generate weekly jury summons
- Prepare and record juror daily and weekly appearance messages
- Conduct jury orientation and prepare jurors for Voir Dire
- Prepare, review and approve weekly jury payroll
- Annually assist with the Grand Jury recruiting process to include preparing materials and mailing of invitations and applications
- Perform clerical duties such as filing, copying, assembling reports and documents
- Operate a computer and a variety of other office equipment
- Perform other related work as required by business needs.
- (Reasonable accommodation will be made when requested and determined by the Court to be appropriate under applicable law.)

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REQUIRED SKILLS AND ABILITIES:

- Typing speed of 35 wpm
- Excellent customer service skills
- Ability to accurately maintain financial records
- Time management skills
 - The ability to organize and manage multiple priorities
 - The ability to handle constant interruptions in a fast-paced environment
- Excellent interpersonal and communication skills
- Commitment to court values
- Basic math skills
- Basic computer proficiency, including Microsoft Word, Excel & Outlook
- Ability to prepare reports and maintain records
- Ability to maintain confidentiality

EMPLOYMENT STANDARDS

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

Education & Experience: Completion of High School or equivalent and two (2) years of general clerical experience in a legal, law enforcement or court setting.

Typing Speed: Accurately type at a minimum speed of thirty-five (35) words per minute

Driver's License: Possession of a valid California driver's license may be required

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.

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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

- 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).
- 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, 13 paid holidays and a comprehensive and confidential Employee Assistance Program.

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RECRUITMENT PROCESS:

To be considered for this position, applicants are required to submit the following:

- **A completed Yolo Superior Court job application.**
- **Answers to the Supplemental Questions on the last page of this announcement.**
- **A typing certificate, completed within one (1) year of the final filing date of the recruitment. (Applicants who already have a certificate on file with the Court are not required to resubmit.)**

Human Resources will review the applications. Applicants who are successful in the application packet-screening phase may move on to the examination phase which may include a structured oral interview(s) and a performance test. Eligible applicants will be notified of the date and location of these events.

Reference checks are required prior to extending an employment offer. After an offer of employment is extended; fingerprinting, background checks and a drug screen may be required.

Official Yolo Superior Court job application forms are available on the Court's Web site, www.yolo.courts.ca.gov or may be picked up from the Human Resources Department at 601 Court Street, Woodland CA, 95695. Application materials may be mailed to P.O. Box 1290, Woodland CA, 95776 or dropped off at the Human Resources Department. Additionally, application materials may be faxed to 530-406-6883 or emailed to humanresources@yolo.courts.ca.gov . If emailing or faxing, please follow up with the original application within three business days. For more information contact Court Human Resources at 530-406-6881.

The final filing date for this recruitment is Noon on Friday, May 29, 2015.

Required Supplemental Questions

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TYPING CERTIFICATE INFORMATION

ON-LINE TYPING TESTS ARE NOT ACCEPTED

The Yolo Superior Court will accept typing certificates from bona fide agencies provided they meet the requirements stated below.

REQUIREMENTS:

Each of these items must be seen or indicated in your typing certificate:

- Signature of Tester
- Agency Letterhead
- Gross Words Per Minute (minus the # of mistakes equals **net words per minute**)
- Minimum 3-Minute Typing Test
- Date Test Was Administered (within one (1) year prior to the final filing date of the recruitment)
- Number of Errors (Subtract 1 Word Per Error)

If any of this information is not on the certificate, it will not be accepted

TYPING TEST LOCATIONS

(please call agency to verify fees if applicable)

These are examples of some agencies that offer this service; however, you are not required to use one of these agencies. Agencies may charge a fee of approximately \$10 - \$20.

Express Personnel
250 W. Main Street Suite #200
Woodland, CA 95695
530-668-9675

Accustaff
19 Court Street
Woodland, CA 95695
530-662-8607

Yolo One Stop location (no fee for typing certificate)

25 North Cottonwood Street
Woodland, CA 95695
Tel. (530) 661-2641 – call for appointment

Sacramento One Stop locations (no fee for typing certificate)

2411 Alhambra Blvd.
Sacramento, CA. 95818
Tel: (916) 324-6202 – call for hours

2901 50th Street
Sacramento, CA 95817
Tel: (916) 227-0301 – call for hours

7011 Sylvan Rd, Suite A
Citrus Heights, CA 95610
Tel: (916) 676-2540 – call for hours

7000 Franklin Blvd, Suite 540
Sacramento, CA 95823
Tel: (916) 563-5151 – call for hours

1000 "C" Street, Suite 100
Galt, CA 95632
Tel: (209) 744-7702 – call for hours

5655 Hillsdale Blvd, Suite 8
Sacramento, CA 95842
Tel: (916) 263-4100 – call for hours

**** TYPING CERTIFICATES MUST BE SUBMITTED WITH
ORIGINAL EMPLOYMENT APPLICATION****