



The Superior Court of California, County of Sutter

Applications are being accepted for

COURT ATTENDANT (09-19)

Application Deadline: Thursday, October 3, 2019

Monthly Salary: \$2745 to \$3681

HOW TO APPLY

Application available on the web at www.suttercourts.com or Sutter County Superior Courthouse, 1175 Civic Center Blvd., Yuba City.

The following documents are **required**:

1. A thoroughly completed and signed court application form
2. The supplemental application (page three of this announcement)
3. A résumé

Deadline - no later than 4:30 p.m., Thursday, October 3, 2019. Submit application packet to:

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

Definition: The court attendant is a non-sworn classification that serves as a liaison between the court and the professional and lay public. This classification is distinguished from a deputy sheriff in that they do not have direct responsibility for physical restraint of prisoners, protecting life and property, and apprehending criminal violators.

Examples of Duties:

- Screens persons and parcels for dangerous and illegal objects upon entry into court facilities using electronic detection and imaging equipment in a courteous and service-oriented manner.
- Directs members of the media and public to appropriate areas or personnel; responds to questions from the public in a courteous and service oriented manner; serves as a liaison between attorney, jurors, witnesses, litigants and parties to case and the judicial officer and court staff; serves as a courier for the judicial officer, transporting documents and supplies to other county agencies; responds to requests from disabled persons for obtaining access to court services and sessions through reasonable accommodations and assistive devices; advises the court of any special accommodations;
- Provides first aid and CPR when needed; complies with evacuation plans in the event of an emergency and report actions to a deputy sheriff.
- Conducts searches of courtrooms and surrounding areas prior to court sessions to ensure courtroom security and proper placement of courtroom equipment; observes people and activities during court sessions and reports security violations or suspicious items to a deputy sheriff or other appropriate personnel, or uses the alarm system for emergencies.
- Locates, retrieves and assists in organizing materials in files; marks and inventories court exhibits; picks up and distributes mail; posts and distributes court calendars; answers telephones and assists the public; records required court statistics; operates photocopy and other office machines including desktop computers; inventories and orders supplies ensuring supplies are available for the judicial officer, jury and courtroom; maintains and inventories assistive listening devices.

Minimum Qualifications:

Education and Experience: Education equivalent to graduation from high school or GED **and** two years of customer service experience in a legal, law enforcement or court setting that included direct public contact. **SUBSTITUTION:** Completion of 30 semester units of course work in criminal justice administration from an accredited college or university may substitute for one year of experience.

Special Requirements: A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations. Possess or obtain during the first year of employment first aid and CPR certificates. Must pass a detailed medical, criminal history check and fingerprinting. Required to wear distinctive clothing as directed by the court.

Physical Demands: Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis; hearing to communicate with the public and court staff; dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials; and, moving from place to place within an office; some reaching for items above and below desk level.

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 11(eleven) days vacation per year. Vacation accrual is scheduled to increase with each additional five years of service up to a maximum of 20 (twenty) 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 the California Public Employees' Retirement System (CalPERS). Employees are vested in the retirement plan after 5 (five) years of full time service and may retire at age 62 with a 2% benefit. The Court also provides the option of post-retirement medical benefits. **Deferred Compensation:** The Court offers a CalPERS 457 deferred compensation plan for employees who wish to participate through payroll deduction.

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. ***Please notify the court's Human Resources Office 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 pre-employment medical review/examination, and alcohol and drug screening, background and reference check; satisfactory driving record and proof of automobile insurance, and other requirements of the position (licensing, certification, etc.). Employees may be required to use their car while conducting court business. Employees who, after being hired, incur significant moving violations or lack automobile insurance may be subject to disciplinary action up to and including dismissal.

THE SUTTER SUPERIOR COURT OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER AND ENCOURAGES APPLICATIONS FROM ALL PERSONS REGARDLESS OF RACE, COLOR, SEX, RELIGION, AGE, NATIONAL ORIGIN, GENEALOGY, 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.

Court Attendant (09-19) Supplemental Questionnaire

This supplemental questionnaire and the regular court application and other required documents are the basis for a competitive evaluation of qualifications. A résumé will **not** substitute for the responses to this application.

On a separate sheet(s) of paper, please type or print your responses to the items below. Be concise and specific. Please print your name, sign and date EACH page.

- 1. Describe your experience related to security responsibilities. Include details as to the type of organization, types of screening methods used and numbers and types of customers and/or visitors screened.**

- 2. Describe in detail your ability and experience in clerical and legal record keeping including file management and preparation of reports.**

- 3. This position reports to multiple supervisors and lead staff. Describe in detail your experience in taking direction from a number of resources and how you will be able to adapt to changing supervisors, work assignments and work locations.**

- 4. How do you see the position of Court Attendant providing a challenge for you and fitting into your long-range goals?**