

SUPERIOR COURT OF CALIFORNIA

SAN BENITO COUNTY

An Equal Opportunity Employer



EMPLOYMENT OPPORTUNITY

Judicial Courtroom Assistant

Step A - \$27.03 to Step F - \$34.50

DEADLINE TO APPLY:

June 3, 2022

5:00 p.m. PST

RECRUITMENT

The Superior Court is seeking energetic and motivated applicants for the position of Judicial Courtroom Assistant, the highest level of classification in the Court Clerk series. Under general supervision, this specialized clerical level position performs legal processing, public counter and courtroom work and judicial support and related court functions as required. The Judicial Courtroom Assistant is distinguished from other classifications by the more difficult and highly technical legal processing, courtroom and judicial support duties and may have a roll in mentoring, training and assigning work for other Court staff.

TYPICAL QUALIFICATIONS TRAINING AND EXPERIENCE

Any combination of training, experience and education, which would likely provide the required knowledge and abilities, is qualifying. A typical way to qualify to obtain the required knowledge and abilities would be:

An educational level of a high school diploma or GED and Experience equivalent to four or more years in a Court setting or a closely related field.

- Education Substitution: Completion of 24 semester units or 36 quarter units in criminal justice, behavioral science, business/public administration or a closely related field from an accredited college or university may be substituted for up to one (1) year of the required experience.

OR

Completion of a bachelor's degree or higher in criminal justice, behavior science, business/public administration or a closely related field from an accredited college or university may be substituted for up to two (2) years of required experience.

Visit the Court's website:

www.sanbenito.courts.ca.gov for the complete Job Specification for this position

APPLICATION PROCESS

A complete application should include the application form and résumé. The application packet can be submitted in one of the following ways:

- 1) In person at 450 Fourth Street, Hollister, CA, between the hours of 8:00 a.m. and 5:00 p.m.
- 2) By US Mail addressed to:
Superior Court of San Benito County
ATTN: Maria Alfaro
450 Fourth Street, Hollister, CA 95023
- 3) FAX to Maria Alfaro at (831) 636-4195
- 4) Email to admin@sanbenito.courts.ca.gov. Please

also note that candidates determined to meet the minimum qualifications may be asked to participate in an assessment test and oral interview and that a detailed background and reference check will be conducted on all successful applicants.

Application form and job specifications may be obtained at the court address listed above or at the San Benito County Superior Court website: www.sanbenito.courts.ca.gov.

BENEFITS

The Superior Court of San Benito County offers a variety of benefits to its employees, which include, but are not limited to:

- Vacation: 80 hours per year, increasing after 3, 10, & 15 years
- Sick Leave: 120 hours per year
- 13 paid Holidays
- Personal Holiday: 1 per year
- Health Benefits: Medical, Dental & Vision
- Retirement: CalPERS 2% @ 55 for Classic and 2% @ 62 for PEPRA
- Life Insurance: \$30,000, paid by Court
- Employee Assistance Program
- Bi-lingual pay, to eligible employees

Also available: Voluntary Deferred Compensation, AFLAC, Colonial Life, FSA, HSA plans and Supplemental life insurance.