

**Superior Court of California  
County of Solano  
Job Announcement**

**Judicial Assistant II  
RECRUITMENT # 2013-08**

**Salary: \$47,123 – \$57,278 annually**

**CLOSING DATE: September 13, 2013**

**Job Definition**

Under general supervision, performs advanced journey level, complex, and highly confidential legal secretarial work for judges. This position is regular, full-time and non-exempt from the Fair Labor Standards Act. This is a represented position.

**Essential Functions (Core Competencies), including, but not limited to:**

- Composing, proofreading and editing documents including but not limited to: correspondence, memoranda, orders of the court, statements of decision, judgments, opinions, criminal and civil jury verdict and findings forms, criminal and civil jury instructions.
- Reviewing daily calendar files prior to judge's review, for presence of necessary documents and pleadings.
- Preparing documents using a variety of software applications.
- Transcribing complex and/or confidential directions relative to orders, judgments, opinions, correspondence, hearings and informal discussions.
- Reviewing files, orders, judgments and other documents submitted to the Court to ensure accuracy.
- Screening telephone calls; taking and relaying inquiries and messages; communicating with stakeholders to update and/or verify information; arranging appointments, meetings, and conference; making travel arrangements for judiciary; assisting other court personnel with policies, procedures and rules of the court, and giving procedural information to the public, employees and others.
- Maintaining judicial records and files; updating chamber law libraries; ordering office supplies; preparing judicial travel claims for payment; verifying and maintaining inventory of equipment.
- Coordinating with calendar clerks to maintain calendar system.
- Entering and updating information in automated case management systems.
- Performing other related work as required by business needs or as assigned.

The ideal job applicant will possess all of the knowledge, skills, and abilities (KSAs) listed below, including other KSAs and meet all minimum requirements. A more detailed list of minimum requirements and KSAs is available upon request in the form of a job specification.

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**Knowledge, Skills, and Abilities** – The successful applicant will possess the following (KSAs):

Knowledge of:

- Legal terminology, procedures and processes applicable to the assigned department.
- Legal and general recordkeeping systems and file maintenance methods.
- Specialized typing formats and legal documents.
- Correct English usage including spelling, grammar, and punctuation.
- Modern office equipment, including computers.
- Correspondence composition techniques.
- All phases of the legal field including forms, procedures, citations and methodology.
- Office management principles and basic law library control; general office practices and procedures.
- State statutes and Rules of Court (state and local).

Ability to:

- Exercise tact, courtesy, and efficiency in working under short time deadlines.
- Exercise tact and discretion in dealing with the public and sensitive information.
- Prepare final documents from handwritten, typed or voice-recorded drafts, including formatting specialized documents.
- Determine proper and routine wording and phrases from handwritten documents and notations.
- Research regulations, citations, case status procedures and information from technical resource materials.
- Organize and prioritize work assignments.
- Handle multiple assignments concurrently.
- Maintain accurate records and make accurate arithmetical calculations; discover and correct errors in computations in submitted documents.
- Communicate effectively with people of diverse socio-economic backgrounds and temperaments.
- Maintain confidentiality of information.
- Excellent written and oral communication skills.

**Educational and Work Experience Requirements**

- High school diploma or GED or equivalent.
- Three (3) years of progressively responsible legal stenographic, secretarial and administrative experience in a private or public law office or as a Judicial Assistant I in the Superior Court of California, County of Solano.

OR

- Equivalent to completion of 60 semester (or 90 quarter) units from an accredited college or university with major coursework in business administration, criminal justice or a related field OR paralegal certificate.

AND

- One (1) year of progressively responsible legal stenographic, secretarial and administrative experience in a private or public law office or as a Judicial Assistant I in the Superior Court of California, County of Solano.

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**Supplemental Requirement:** Assignments may be in either Fairfield or Vallejo and may change depending on judicial assignment. Must be willing to work in either location.

**License Requirement**

A valid California driver's license may be required or the ability to provide alternate transportation if prohibited by a medically documented disability from obtaining a driver's license.

**Physical Requirements and Work Environment**

The duties assigned to this position requires standing, walking, use hands to finger, handle, pinch, pull objects or controls, reach with hands and arms, climb stairs, and balance. Customarily, assigned work may include frequent lifting of up to approximately 10 pounds. Occasional lifting of up to 25 pounds may be required and the need to sit and work at a computer for long periods of time. Some bending, stooping, and/or squatting may be required. While performing assigned duties, the employee is exposed to weather conditions prevalent at the time. The noise and traffic level in the work environment are similar to a high volume business office. Reasonable accommodation requests will be considered during pre-employment testing period and after employment when requested, medically documented, and determined by the court to be appropriate under applicable law.

**Benefits Packages**

Solano Superior Court employees are valued. The Court offers an excellent benefit package:

- \* CalPERS retirement plan (specific benefit determined pursuant to the Public Employee Pension Reform Act of 2013);
- \* Participation in Social Security, Medicare and State Disability Insurance;
- \* Medical insurance (plans offered by CalPERS), dental insurance (HMO and PPO plans) , and vision insurance, with a generous employer contribution toward the premium;
- \* Supplemental retirement plan (457 deferred compensation plan through CalPERS);
- \* Sick leave earned at approximately 12 days per year;
- \* 13 paid holidays per calendar year;
- \* Vacation earned at approximately 10 days per year, 15 days after 3 years of employment, 20 days after 10 years, and 21 days after 20 years;
- \* Floating holiday of 16 hours per year (prorated for first year of employment);
- \* Employee Assistance Program at no cost to employee for self and dependents; and
- \* Longevity pay differential after 10 years employment.

**Recruitment Process**

To be considered for this position, job applicants are required to complete: (1) an official court application, (2) a supplemental application, and to submit (3) a writing sample in the form of written correspondence, official memorandum, pleading or other legal document you have prepared, not to exceed five pages. You are required to sign and date the application, the responses to the supplemental questions, and the writing sample documents. **The supplemental application is attached to this job announcement.** Applicants who are successful in the application packet-screening phase will move on to the interview phase, which includes a written exam. A panel of subject-matter-experts (SMEs) will conduct a structured oral interview. The panel will review the degree to which each applicant demonstrates the required knowledge, skills, and abilities.

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Eligible job applicants will be notified by telephone or letter of the date and location prior to scheduling for the examination.

Official application forms are available on the court's Web site, [www.solano.courts.ca.gov](http://www.solano.courts.ca.gov) or application forms may be picked up from the court's human resources department in the Executive Office at 600 Union Avenue, Fairfield. Applications may be mailed or dropped off at the court **and must be received** by close of business on the final filing date. Faxes or postmarks are not accepted.

**Supplemental Application**  
for  
**Judicial Assistant II**  
**(Recruitment #2013-08)**

**INFORMATION AND INSTRUCTIONS**

To acquire knowledge of your education, experience and training, the first phase of the selection process for this position will be a review of your application and supplemental application. The information you provide on the court's official application and supplemental application will be used to evaluate your overall qualifications for this position. Based on the results of this evaluation process, candidates will be invited to participate in the interview.

Using this supplemental application, you are required to describe your training and experience that qualify you for this position. You are to provide explicit, but concise, statements in response to each section. It is your responsibility to ensure that information you deem important to your candidacy is included in your responses. ***Your response to each question is limited to the space provided on the page provided for each question.*** In responding to each question, describe ***your own experience***. Do not list the functions of the unit in which your position was located. Do not list the responsibilities of the person to whom you reported. If you have assisted your supervisor or a lead staff person in carrying out functions or responsibilities, clarify how you assisted, and define the degree of authority you exercised.

Both the official court application and the supplemental application must be typed or legibly printed. **Résumés or referrals to a résumé in lieu of a response on this questionnaire are not acceptable.** Applicants submitting illegible or incomplete application packets will be disqualified from consideration.

**CERTIFICATION**

**I certify that all statements made in this supplemental application were written by me are true and complete, and I understand that any misstatement of material fact(s) will subject me to disqualification.**

1. Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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1. Please provide a brief description of your related education and work experience that is relevant to the position for which you are applying. **(Provide the names of and the city and state location of any colleges you may have attended and be specific in describing your duties and the length of time you carried out these functions. Limit your response to this question to one page.)**

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2. Please list all computer hardware and software with which you are familiar. Using a rating scale of “beginning, intermediate, or advanced”, describe your level of skill in operating computers and related software (i.e. Microsoft Word, Excel, WordPerfect, etc.) **(Limit your response to this question to one page.)**

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3. Submit a writing sample in the form of written correspondence, official memorandum, pleading or other legal document you have prepared, not to exceed five pages. Sign and date your writing sample and attach it to your application packet.

# **STOP**

**Did you remember to:**

- 1. Sign and date the application?**
- 2. Complete, sign and date, and attach the supplemental questionnaire?**
- 3. Attach a writing sample?**
- 4. Complete and attach the Equal Employment Opportunity Questionnaire?**

**This document is used for statistical purposes only.**