



# Superior Court of the State of California County of San Benito

450 Fourth Street, Hollister, CA 95023  
www.sanbenito.courts.ca.gov

The Superior Court of San Benito County is recruiting for an enthusiastic individual to fill the position of:

## **JUDICIAL COURTROOM ASSISTANT**

Full-time – Represented Position

**Opening Date: July 25, 2024**

**Closing Date: August 8, 2024**

### **COMPENSATION\*:**

|           |         |             |         |             |
|-----------|---------|-------------|---------|-------------|
| Hourly:   | Step A: | \$28.68     | Step F: | \$36.61     |
| Monthly:  | Step A: | \$4,971.20  | Step F: | \$6,345.73  |
| Annually: | Step A: | \$59,654.40 | Step F: | \$76,148.80 |

\*See benefits section for additional compensation information.

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### **APPLICATION PROCESS:**

To apply submit a completed **employment application, resume, and cover letter** to the court by the deadline noted above. The employment application can be found at the following link:

<https://www.sanbenito.courts.ca.gov/system/files/general/employment-application.pdf>

### **Application may be submitted by the following methods:**

- By Email: [hr@sanbenitocourt.org](mailto:hr@sanbenitocourt.org)
- By Fax: 831-636-4195
- By personal delivery or US mail to:  
San Benito County Superior Court  
Attn: Human Resources  
450 Fourth Street, Hollister, CA 95023  
Monday-Friday: 8:00 a.m. to 5:00 p.m.

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### **JOB DETAILS: JUDICIAL COURTROOM ASSISTANT**

#### Definition

Under general supervision, this specialized clerical level position performs complex courtroom, judicial and program support duties including legal processing, calendaring, courtroom customer service, public counter as needed and related court functions as required

### Distinguishing Characteristics

This class is distinguished from the Legal Processing Clerk by the responsibility of courtroom and judicial support duties and may have a roll in mentoring and training

### Reports to

Court Executive Officer and other court staff as directed

Job Duties (Depending on assignment, duties may include, but are not limited to, the following)

- Attend court sessions and take eMinutes of actions and proceedings. Courtroom clerk to all case types, including hearings for complex court cases and jury trials
- Prepares and maintains documents and exhibits; maintains court records and files confidential reports and documents
- Updates case records in eCourt which may include reporting information to DOJ, DMV and other agencies
- Prepares and maintains court calendars and court dates
- Assist public with court procedural questions and assists in locating material to help explain fines, fees and procedures to public
- Prepares and issues legal orders such as warrants, writs, orders, subpoenas, abstracts and other official documents on behalf of the court, recalls warrants, exonerates bail, prepares judgments and dismisses or seals cases in accordance with established codes and court procedures
- Performs difficult and complex duties assigned to the work unit including receiving and examining legal documents for accuracy, completeness and conformity to requirements, returns unacceptable documents, files and certifies documents as required
- Accepts fines and fees and makes appropriate journal or computer entries
- Collects, complies and verifies data for statistical studies and reports
- Enters and retrieves data from computer systems
- May train and instruct other staff in work procedures
- Any and all other duties as required or assigned

### Typical Physical Requirements

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including but not limited to computer, telephone, calculator, copiers and FAX

### Typical Working Conditions

Work is performed in an office environment; continuous contact with the public and other court staff.

### Desirable Qualifications

#### **Knowledge of:**

- General functions and organization of the judicial system, including the various divisions of the court

- California and local statutes and Rules of Court that govern general court operations, as applicable to areas of assigned responsibility
- Establishment and maintenance of files and information retrieval systems
- Office administrative practices and procedures, including recordkeeping practices and filing
- Appropriate courtroom decorum
- Use and operations of automated case management systems and procedures
- Preparation and maintenance of court calendars
- Regulations and procedures governing the disclosure of Court records and documents
- Principles and practices of customer service and telephone etiquette
- Arithmetic and cashiering
- Proper English usage, including spelling, grammar and punctuation

**Ability to:**

- Understand, Interpret, explain and apply detailed, specialized information, including codes, rules, policies, procedures, forms and legal terms in carrying out job assignments accurately and efficiently
- Perform full range of clerical and court support work involving judgment and accuracy
- Understand and follow written and oral instructions
- Carry out duties in accordance with policy, procedure and scope of responsibility
- Maintain flexibility and confidentiality
- Work independently and with initiative
- Work with the public and other court staff in a professional and courteous manner
- Establish and maintain cooperative working relationships
- Research, understand, interpret, utilize and explain California law as it relates to court procedures

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 is:

- Educational level equivalent to a high school diploma or GED AND
- Experience equivalent to 2 or more years of court experience

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**BENEFITS:**

The following benefits are provided at the intervals and rates equivalent to the General bargaining unit:

- Cost of Living Adjustments (COLAs)
- Health, Dental and Vision Insurance
- Monthly Court Contribution toward Health coverage:

| <b>Level of Coverage</b> | <b>Monthly Court Contribution</b> |
|--------------------------|-----------------------------------|
| Employee Only            | \$999.00                          |

|                      |            |
|----------------------|------------|
| Employee + Dependent | \$1,812.00 |
| Employee + Family    | \$2,308.00 |

- Cash in Lieu: The court will pay \$300 per month to employees not enrolled in any court sponsored health plans. Proof of alternate coverage is required.
- Disability: The court pays for SDI.
- Long Term Disability (LTD): Court paid.
- AD&D: Court paid
- Vacation Days:

| <b>Years of Service</b>  | <b>Accrual Per Year</b> |
|--------------------------|-------------------------|
| 1-3 years of service     | 88 hours per year       |
| 3+ -5 years of service   | 120 hours per year      |
| 5+ -10 years of service  | 140 hours per year      |
| 10+ -15 years of service | 168 hours per year      |
| 15+ years of service     | 184 hours per year      |

Eligible to use vacation upon completion of 6 months of continuous service.

- Sick Leave: 10 hours per month. Eligible to use sick leave upon completion of 3 months of continuous service.
- Holidays: 14 paid holidays per year
- Retirement CalPERS: Court pays employer share. Current Formula: Classic 2% at 55 / PEPRA 2% at 62. Note: Employee pays employee share.
- Social Security: The court pays towards Social Security and Medicare.
- Life Insurance: Court pays for a \$30,000 life insurance policy. Supplemental Life insurance is available to employees at their cost.
- Employee Assistance Program (EAP): Paid by Court.

The court also offers other voluntary benefits, paid by employee:

- Deferred Compensation
- AFLAC and Colonial Life plans
- Flexible Spending Account

The contents of this class specification shall not be construed to constitute any expressed or implied guarantee, nor shall it constitute a contract of employment. Superior Court assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a "meet and confer" process and are subject to the Memorandum of Understanding currently in effect.