



SUPERIOR COURT OF CALIFORNIA COUNTY OF YUBA

An Equal Opportunity Employer

WANTS YOU!!

To apply for the following position(s):

**LEGAL OFFICE ASSISTANT I (entry level)
&
LEGAL OFFICE ASSISTANT II (journey level)**

Note: If an applicant meets the requirements, he/she may be hired directly into a Legal Office Assistant II position.

Continuous Recruitment

*** This job announcement supersedes any previous job announcement(s) for this class series. ***

THE COUNTY/COURT:

Yuba County is located in the Northern Sacramento Valley, approximately 40 miles north of the State Capitol, Sacramento. Its boundaries stretch from the farms and orchards of the valley to the timberlands of the Sierras. With an estimated population of over 64,000, Yuba County offers its residents the many advantages of a rural lifestyle, away from the pressures of the urban areas.

The County's rivers, lakes, and outdoor recreation areas provide excellent hunting, fishing, boating, and skiing opportunities. Only two hours away from San Francisco and Lake Tahoe, Yuba County is also the gateway to the historic Mother Lode Country. Yuba County has good schools and a modern Community College. The California State Universities at Chico and Sacramento and the University of California at Davis are only an hour away.

The Superior Court of California, County of Yuba is a unified court with five judges, one part-time commissioner, and 50+ employees.

MINIMUM QUALIFICATIONS:

Education:	Graduation from high school or equivalent.
Experience:	Two years of general clerical/office assistant experience (knowledge of legal terminology preferred). Note: An AA degree may be substituted for one year of work experience; BA/BS may be substituted for two years of work experience.
Certifications:	Typing at a corrected rate of 40 wpm (a current, valid certificate must be submitted with the employment application – online certificates are NOT accepted).
Eligibility:	Must be US citizen or possess valid work permit issued by US Government.
Background check:	Successful applicants must pass a background check, a drug screening, and must be bondable.
Language Requirement:	Must be able to read, write, understand and speak English at the 12 th grade level; fluency in a language other than English may be an asset.

EXAMPLES OF ESSENTIAL DUTIES:

Provide a variety of routine to difficult legal office support to various court divisions, which is often confidential in nature and may include receptionist-type duties, document processing, typing, word processing, computer entry, record keeping and filing; perform related work as assigned.

The journey level class of this series must be fully competent to independently perform a variety of responsible legal office support duties. Specific duties, including the amount of typing, word processing, use of computers and contact with the public, will vary depending upon the division to which assigned.

PAY BENEFITS AND WORKING CONDITIONS:

Salary:	LEGAL OFFICE ASSISTANT I - \$12.62 an hour LEGAL OFFICE ASSISTANT II - \$13.90 an hour	NOTE: Based on qualifications, new hires may start above the entry level.
Longevity Pay:	See court website for longevity table.	
Vacation:	New employees earn vacation at the rate of 12 days a year, which increases to a maximum of 24 days per year after 20 years of service.	
Holidays:	15 per year, 2 of which are floating holidays.	
Health Plan:	Covers employee, dependent coverage available at employee cost.	Plans include medical, dental, vision, and expansive counseling services.
Deferred Comp:	Optional deferred compensation plan available.	
SDI:	Court employees are covered by SDI.	
Pension:	Full time regular court employees are members of the California Public Employees Retirement System (CalPERS) providing a competitive retirement plan.	
Worksite:	Yuba County Courthouse, 215 Fifth Street, Suite 200, Marysville, California 95901.	
Work Hours:	Monday through Friday, 8:00 a.m. to 5:00 p.m. with one hour for lunch.	

HOW TO APPLY:

Application forms are available on the Court's website or from the Court. **Submit completed Court application form (County application forms are NOT accepted) with original signature and typing certificate (mandatory),** along with your résumé (résumé optional), to:

HUMAN RESOURCES DIVISION
SUPERIOR COURT OF CALIFORNIA, COUNTY OF YUBA
215 Fifth Street, Suite 200, Marysville, CA 95901
(530) 740-1870
Fax: (530) 740-1871

www.yuba.courts.ca.gov

Note: Faxed applications will be accepted up to 5:00 pm PST on the final filing date. In addition, the signed original (of the faxed application) must be mailed, postmarked on or before the final filing date/time.

FINAL FILING DATE: OCTOBER 1, 2018, 5:00 p.m. PST

THE SELECTION PROCESS:

(Punctuality, accuracy and reliability are absolute requirements for this position.)

All applications will be carefully reviewed and evaluated based on the job requirements. Depending upon the number of applications received, the selection process **may** consist of: (1) application review, (2) supplemental appraisal review, (3) skills test, (4) written examination, (5) oral interview, or (6) any combination of these. The completed application and typing certificate are part of the testing process. Misstatements or omissions on the application or certificate may result in loss of employment.

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, contact the Human Resources Division of Superior Court of California, County of Yuba.

The Court hires without regard to age, religious preference, race, creed, national origin, gender and marital status. Existing medical and/or physical disabilities will be evaluated based upon the ability to perform the minimum requirements of the position.