



# **SUPERIOR COURT OF THE STATE OF CALIFORNIA COUNTY OF TRINITY**

## **INVITES APPLICATIONS FOR**

**Court Secretary / Deputy Jury Commissioner  
Non-Represented / Confidential  
Full-Time Benefited  
\$48,485 - \$64,979**

**Final Filing Deadline: N/A - Open until filled**

### **Overview**

Under minimal direction, to perform legal secretarial duties of considerable difficulty and variety, to transcribe and prepare legal documents and correspondence, and to perform a variety of confidential and responsible duties in support of the Superior Court Judges and the Court Executive Officer.

### **Supervision Received and Exercised**

Direction is provided by the Superior Court Judges and the Court Executive Officer.

### **Representative Duties**

Duties may include, but are not limited to, the following:

- Perform secretarial duties for the Superior Court Judges and the Court Executive Officer, which require a thorough knowledge of general and specific legal procedures, court rules and policies, and office policy and informational sources.
- Under general supervision, perform technical accounting and statistical record keeping and reporting work; review and record accounting and financial data within established systems and procedures, primarily focusing on accounts payable. General knowledge of banking and bookkeeping methods.
- Under direction, plan, coordinate, and/or supervise jury services for assigned courts; implement, operate, and supervise computerized jury management systems; and coordinate support services for Grand Jury.
- Independently respond to routine correspondence and transcribe complex legal dictation from dictaphone recordings or shorthand notes.
- Maintain calendars and schedules of appointments; notify parties of schedules and adjust appointments as needed.
- Answer the telephone and interview callers, exercising considerable independent judgment and discretion in dealing with confidential matters and in giving out information and referrals.
- Make appointments to arrange travel, conferences, and meetings.
- Install and maintain filing systems and other clerical procedures.
- Open, sort, and distribute mail.
- Perform legal research and update legal memoranda.
- Use accounting and bookkeeping principles in preparation of claim forms for expenditures for the Trial Courts.
- Maintain a law library.
- Gather, compile, and summarize data for special projects and various reports.
- Act as receptionist, screen calls and visitors; respond to requests for information regarding the services of the intent of administrative instructions, precedents, and regulations.
- Operate word processing equipment, the Court case management system, the Jury Management system, the Trial Court Accounting System, and a variety of office related equipment.
- Provide support to the Court Clerks as necessary.
- May supervise, train, and evaluate assigned staff.
- Perform related duties as assigned.

### **Qualifications**

#### **Knowledge of:**

- Modern legal and general office practices and procedures including business correspondence, finance, filing, and standard office equipment operations.
- Legal terminology and legal format.
- Correct English usage, spelling, and punctuation.
- Organization, procedures, and operating details of the Court Services Unit.
- Principles and practices of supervision and training.

#### **Ability to:**

- Perform difficult and responsible legal secretarial and clerical work.
- Communicate effectively, both orally and in writing; compose correspondence.
- Type accurately at a speed necessary for the successful job performance. **(Please include a typing certificate when submitting application)**

**CONTINUED ON NEXT PAGE**

- Analyze situations carefully, employ good judgment, and adopt effective courses of action in accordance with established procedures and policies.
- Organize work effectively to meet critical administrative deadlines and determine office priorities.
- Establish and maintain cooperative relationships, work effectively with personnel at all organizational levels, and deal professionally with governmental and private agencies and the public.
- Supervise, train, and evaluate assigned staff.
- Must be able to pass a background check and successfully pass a drug test.

### **Experience and Education:**

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

- Experience:
  - Three years of increasingly responsible clerical experience, including two years of experience comparable to that of an Administrative Assistant, Finance Analyst, or a Legal Secretary I/II in Trinity County.
- Education:
  - Any combination of training and experience that would likely provide the required knowledge and abilities, including the knowledge of modern office practices and procedures, basic computer principles and applications, correct English usage, spelling, grammar and punctuation, and accounting, is qualifying. A typical way to obtain the knowledge and abilities required at the entry level would be: equivalent to completion of 60 semester (or 90 quarter) units from an accredited college or university with major coursework in business administration or a related field; and two years of general clerical experience. Some previous secretarial experience is desirable and may substitute for the required education on a year-for-year basis.

### **Physical ability to:**

- Lift, carry, push and pull objects weighing up to 25 pounds.
- See well enough to read fine print and view a computer screen.
- Speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone.
- Sit and stand for prolonged periods of time.
- Use hands, arms and shoulders to repetitively operate a keyboard and mouse, and perform repetitive manual tasks such as typing, writing, reaching, grasping, and stamping.
- Walk, bend and stoop to move about a standard office environment.

In compliance with the Americans with Disabilities Act, the Superior Court of California, County of Trinity will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

### **Working environment:**

Work is performed in a typical office building with adequate light, moderate temperature, and standard office equipment, including a computer. Incumbents will be working under sometimes difficult and demanding conditions, with frequent deadlines and expectations to produce high quality work under limited time constraints as well as periodic contact with difficult and confrontational individuals.

### **Special Requirements**

- CA driver's license may be required as incumbents may need to travel to trainings/conferences outside of the County.
- Background check may be performed and the final candidate will be required to be fingerprinted.
- All Court employees must take the Oath of Allegiance.

### **Application and Selection Procedure**

Candidates must complete and submit a Court application form and provide a **verifiable typing certificate** (dated within 12 months of the final closing date). A cover letter and resume may also be submitted. Incomplete applications will not be processed. It is not acceptable to complete the application with statements such as “**See/refer to resume**” or “**See attached.**” All applications will be thoroughly reviewed and only the best-qualified candidates will be invited for an oral and/or written examination. A writing sample may be requested. Meeting the announced requirements does not guarantee inclusion into the selection process. Successful applicants receiving a conditional offer of employment will be required to pass a drug/alcohol test and be finger printed.

The **Superior Court of California, County of Trinity** is an **Equal Opportunity Employer**.

Arrangements may be made to accommodate applicants with disabilities by informing the court's Human Resources Division in writing or by telephone at the time of application.

**Submit application materials to:**

**CONTINUED ON NEXT PAGE**

**Trinity Superior Court  
P.O. Box 1258  
Weaverville, CA 96093  
ATTN: Human Resources/ Trinity CS**

Applications may be obtained from the address listed above, by calling 530-623-1369, or by visiting the Court's website at [www.trinity.courts.ca.gov](http://www.trinity.courts.ca.gov).

*Faxes, postmarks, and e-mails will not be accepted.*

*Travel expenses to appear for an interview will not be reimbursed.*

**About Trinity County**

The **Superior Court of California, County of Trinity**, is located in the northernmost part of the state and encompasses approximately 3,200 square miles of rugged terrain steeped in the rich history of the California gold rush. The County takes its name from the Trinity River, which offers excellent fishing and whitewater rafting adventures. The Trinity Alps primitive wilderness area is situated in the northern portion of the county and views of the Alps are prominent as one travels around the county. The seasonal climate offers a variety of outdoor adventures including camping, hiking, biking, hunting, fishing, water skiing, boating and gold panning.

The population of the County is approximately 13,000. Trinity County has good schools and a hospital.

The Superior Court of California, County of Trinity, is served by two (2) judges, one (1) court executive officer and approximately FOURTEEN (14) employees.