



SUPERIOR COURT OF THE COUNTY OF MARIPOSA
STATE OF CALIFORNIA
Is accepting applications for

ADMINISTRATIVE ASSISTANT

MONTHLY SALARY RANGE: \$3,511.67- \$4,269.12

This is a continuous filing until filled

Please note: There is currently one upcoming vacancy to be filled at this time

An Equal Opportunity Employer

Please see Special Note under Minimum Qualifications:

The completed Supplemental Application on the last two pages of this flyer must be submitted with the completed Job Application and a current Typing Certificate in order to be considered for this position.

THE POSITION

Under direction of the Court Executive Officer performs and assists in a wide variety of assigned responsible budgetary, financial, administrative, and analytical support duties, including the following: to process personnel transactions; to prepare payroll and time records; to provide information on personnel procedures and rules; to process invoices and claims for payment; to track grant information and billing; to perform a variety of office support functions; to perform secretarial duties as assigned; and to do related work as required.

SUPERVISOR: This position is appointed by and serves at the pleasure of the Court Executive Officer.

Job Responsibilities:

- Assists the Court Executive Officer in planning, organizing, directing and reviewing the non-judicial operations and administration of the court
- Assists in the planning and organization of the fiscal operations and functions of the court including, but not limited to, statistical research and analysis, budget preparation, financial planning, audits, processing and balancing of financial documents, preparation of accounts payable/receivable and transfers between accounts, purchasing, payroll, revenue accounting and collections
- Compiles information from various sources for reports for the Court Executive Officer Performs general secretarial duties
- Utilizes a personal computer, various software programs and office equipment
- Assists with the development and implementation of management systems, information and record keeping systems and related management controls

- May coordinate the activity of the assigned functions with other agencies and court departments
- Prepares a wide variety of records, reports, correspondence, contracts and related written materials
- May assist in analysis, and planning for financial operations
- Performs other related duties as assigned

MINIMUM QUALIFICATIONS (*SEE SPECIAL NOTE BELOW)

Experience and Education

Graduation from high school or its equivalent. Four years of responsible administrative and secretarial experience in a variety of administrative areas which has included compilation and analysis of financial or budgetary data. At least two years of the four years' experience must include work in a legal setting.

Any requirement(s) may be waived with approval of the Presiding Judge and the Executive Committee

***SPECIAL NOTE:** All applicants must submit a 5-minute timed typing certificate along with their job application and supplemental application. Free typing tests are offered locally upon registration for services at Mother Lode Job Training located at 5362 Lemee Lane, Mariposa, CA 95338; phone number: 209-966-3643. Out of the area applicants may take a 5-minute typing test at an employment resource location near them. **Typing certificate must be current (within the last six months).**

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk, or otherwise move within the court; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment, including computers, telephones, calculators, copiers, and fax; lift boxes of stored documents weighing up to 30 pounds.

BENEFITS INCLUDE: The court offers a benefits package which includes life insurance; a choice of health plans; dental and vision plans; membership in the California Public Employees Retirement System (CalPERS); paid holidays and paid time off. Employees pay their own portion of PERS retirement.

THE SELECTION PROCESS

All interested applicants must fill out a Job Application and respond to the items on the Supplemental Application and submit a 5-minute timed Typing Certificate. For those who meet the minimum qualifications, a competitive evaluation of the training and experience described on your Supplemental Application will be performed if there are more than ten qualified applicants. Your Supplemental Application will be scored based on that competitive evaluation. This process may be altered if there are ten or less applicants that qualified.

The attached Supplemental Application is designed specifically for this recruitment and must accompany the regular application in order to be considered for this position. Applications received without the required supplemental information run the risk of being screened out of the selection process.

Employment is subject to a background, credit check, and a Live Scan. Any false statement or omission of material fact may cause forfeiture of employment. Information presented on employment applications, resumes and attachments, and during the selection process, is subject to verification. Employees are prohibited from engaging in activities which conflict with the interests of the Superior Court of California, County of Mariposa.

The information contained herein does not constitute either an expressed or implied contract or offer of employment, and these provisions are subject to change.

HOW TO APPLY: To be considered for the earliest round of interviews, please apply by **March 11, 2022**; however, this recruitment is a continuous filing until filled.

To obtain Mariposa Superior Court’s employment application, please visit our website at:

Mariposa Superior Court’s Website: <http://mariposacourt.org>

Under general information tab you will find the Employment openings.

OR

Please contact:

Judicial Council of California
Human Resources
Attn: Taylor Wolgamott
2850 Gateway Oaks Drive
Sacramento, CA 95833
Ph (916) 643-6910 | Taylor.Wolgamott@jud.ca.gov

Please email, mail, or deliver a hard copy of the employment application, resume, and answers to the supplemental questions to:

Judicial Council of California
Human Resources
Attn: Taylor Wolgamott
2850 Gateway Oaks Drive
Sacramento, CA 95833
Taylor.Wolgamott@jud.ca.gov

****Please Note:** There will be a delay in reviewing the hard copy applications due to emergency telecommute program. If you are submitting the hard copy application, please also email or scan the documents to Taylor.Wolgamott@jud.ca.gov so It can be reviewed in a timely manner.

Please be careful in filling out your prior work history in Section 15 of the application. Show the starting and ending dates (month and year) for each job listed and the number of hours per week that you worked.

Section 13 and 15 of the application must include sufficient information to show that you meet the minimum qualifications described in the job bulletin for the position for which you are applying.

A resume is to be attached, however, applications where the prior work history section is not completed may be returned as incomplete.

ADMINISTRATIVE ASSISTANT
SUPPLEMENTAL QUESTIONS

Name _____

Address: _____

Telephone: _____

INSTRUCTIONS TO APPLICANT:

This supplemental requires you to prepare narrative descriptions of your relevant experience and capabilities. In answering the questions that follow, describe your most relevant experience, education or other background that demonstrates that you possess these particular qualifications.

We are asking you to go through this process to enable us to give you full credit for all relevant accomplishments. We recommend that you complete the form over a period of time.

Only those candidates demonstrating the best job-related qualifications will be invited to continue in the selection process. Therefore, it is to your advantage to complete this form thoroughly and accurately.

Responses such as "see resume" or "see application" will NOT be evaluated. A separate sheet of paper may be attached.

I, the undersigned, understand that all information provided herein is subject to verification and is true to the best of my knowledge and ability.

Signature

Date

