



JOB ANNOUNCEMENT
STUDENT WORKER
EXAMINATION NO. 12-005

SALARY RANGE: \$9.08 to \$19.19 hourly (dependent upon credit hours completed)

COURTHOUSE LOCATIONS:

- Downtown (San Diego)
- North County (Vista)
- East County (El Cajon)
- Kearny Mesa
- South County (Chula Vista)

FILING DEADLINE: Applications will be accepted until **5:00 pm, Wednesday, February 15, 2012**. However, you are encouraged to apply early to receive consideration for immediate vacancies.

JOB SUMMARY: There are several available types of Student Worker positions:

1. Office/Clerical Support. These positions provide general clerical support to various court offices. Typical duties include pulling, delivering and filing cases; answering phones; making copies; stocking supplies; and opening mail.
2. Stores/Supplies. These positions provide support to the Stores/Supply section. Duties include delivering mail, office supplies and furniture using hand trucks or dollies; assembling office equipment and furniture using small hand tools; and acting as a courier delivering mail and supplies. A valid California Class C driver's license is required.
3. Pretrial Services. These positions provide support to the Pretrial section of the Court. Duties include but are not limited to researching the criminal history of alleged felons booked at the jail via computer inquiry and generating reports which are forwarded to arraignment court.
4. Children's Waiting Rooms. These positions assist with the care and supervision of children whose parents have business with the court.

REQUIREMENTS: Applicants must be full time students at a local high school, vocational program, or an accredited college or university. A maximum workload of 20 hours per week is allowed during the school year. Students may work up to 40 hours per week during the summer and school holidays if work is available. Additional hours may be arranged with mutual consent of the Court and the student. These positions may be used for college credit dependent upon academic requirements.

HOW TO APPLY: For information and applications, interested students should contact San Diego Superior Court Human Resources by telephone at (619) 450-5222 or in-person at 330 W. Broadway, Room 251, San Diego. Submit completed application materials to: San Diego Superior Court, Attention: Human Resources, POST OFFICE BOX 120128, SAN DIEGO, CA 92112-0128.