



The Superior Court of California
County Of San Diego

JOB ANNOUNCEMENT
COURT OPERATIONS CLERK TRAINEE
Examination No. 13-009

SALARY RANGE: \$27,040 annually.

FILING DEADLINE: Applications will be accepted until 5:00 p.m. on **Wednesday, April 24, 2013.**

LOCATION: San Diego Superior Court is seeking qualified candidates to fill current and future vacancies. Superior Court locations include the Central Division in San Diego, Eastern Division in El Cajon, Northern Division in Vista, and Southern Division in Chula Vista.

JOB SUMMARY: This is the trainee level classification in the Superior Court legal clerical series. Incumbents in this class perform a wide variety of basic legal clerical tasks while training to successfully perform as a Court Operations Clerk I within twelve months. Typical duties include preparing, reviewing and processing court documents and forms; establishing and maintaining case files; utilizing automated case management tracking and filing systems; computing and collecting proper fines and fees; explaining procedural information; and providing courteous service to Court staff and the public.

REQUIREMENTS: Six months of full-time office clerical experience which included providing customer service in person or via the telephone or completion of an office clerical or secretarial program from a technical or community college. **See Typing Certificate requirement and Certificate Notes on reverse. On-line typing test certificates will not be accepted.**

EVALUATION AND SELECTION FACTORS: Factors which may be evaluated in the selection process include knowledge of modern office methods, procedures, terms, and equipment; telephone usage and etiquette; alphabetic, numeric and chronological indexing of records and files; English grammar, spelling, and basic arithmetic; personal computers, word processing, generally used software, computerized data and record keeping systems.

SELECTION PROCESS: Applicants meeting the requirements will take a multiple-choice examination that will evaluate Proofreading, Filing and Alphabetizing, English Usage, Reading Comprehension and Basic Arithmetic Computations. Test dates will be scheduled on an as needed basis.

HOW TO APPLY: All applicants must complete and submit a Superior Court employment application, original typing certificate, background investigation form and pre-employment disclosure statement. Application materials are available at Human Resources in Room 251 of the Hall of Justice, on the Court's website, or by calling (619) 450-5222. Submit completed materials through regular mail or court mail to Human Resources at Mail Stop C-44.

CLASS NO. 0500

ASSIGNED SPECIALIST: Stephanie Roberts
DATE: April 8, 2013

GENERAL EMPLOYMENT INFORMATION

The provisions of this announcement do not constitute an implied or expressed contract, and any provisions contained in this announcement may be modified or revoked at any time. The requirements stated above represent only the minimum required to file an application. Meeting the listed requirements does not guarantee a candidate will qualify for the examination. Equal Opportunity: Superior Court makes all appointments without regard to age, race, sex, religious creed, ethnicity, disability, marital status or sexual orientation. Applicants with Disabilities: Reasonable accommodations will be made so applicants with disabilities may participate in the examination process. Advise Superior Court Human Resources of special needs in advance of the examination.

Human Resources Office: The Superior Court Human Resources Office is located at the Hall of Justice, 330 West Broadway, Room 251, in Downtown San Diego.

Hours of Operation: The Human Resources Office is open to the public, Monday through Friday, from 8:00 a.m. to 5:00 p.m. except for Court holidays.

Mailing Address: San Diego Superior Court, Attn: Human Resources, Post Office Box 120128, San Diego, CA 92112-0128. The County Mail Stop is C-44.

Phone Numbers: The business office phone number is (619) 450-7230. The 24-hour job line is (619) 450-5222. The fax number is (619) 450-7158.

Website: Job opportunities are listed on the Court's website at: www.sdcourt.ca.gov. The application form is available at this site in Adobe PDF format.

Employment Applications: Applications must be legible, complete and signed to include any required certificates, forms, transcripts or Supplemental Application Forms.

Application Filing Deadlines: The Human Resources Office must receive all application material by 5:00 p.m. on the filing deadline date stated on the reverse. Postmarks are **not** accepted. If a filing deadline is not stated, applications will be accepted on a continuous basis and subject to closure without advance notice. To receive full consideration, applications should be filed promptly.

Examination Numbers: Applicants are limited to one application and may not reapply under the same examination number.

Series Statement: Applications are accepted on a continuous basis as determined by employment needs. Applicants may only take the examination once under the specific examination number. Applicants who are successful on the written examination will have their name placed on the Eligible List in score order regardless of test date.

Application Information Change(s): Applicants are responsible for submitting changes in their application information such as **address or phone number changes in writing**.

Eligible Lists: After successfully completing the entire examination process, candidates will have their name placed on an Eligible List. Placement on the Eligible List does not guarantee selection. When vacancies occur, the Eligible List is sent to appropriate Court divisions for selection.

Documentation: Federal law requires that all persons selected for employment complete and sign a form (INS-9) verifying the legal right to work in the United States.

Medical Examination: Employment is contingent upon successfully passing a job-related, pre-employment medical examination, which will include drug and alcohol testing.

Background Investigation: Superior Court employees shall be subject to a background investigation and fingerprinting. Convictions, depending upon the type, number and recency, may be disqualifying.

Work History: False statements or omission of facts regarding background or employment history may result in either disqualification or dismissal.

Starting Salary: New employees usually start at a step within the salary range that is commensurate with their background, experience, education and training.

Vacation: New employees accrue vacation at a rate of fifteen (15) days per year.

Holidays: The Superior Court currently observes fourteen (14) holidays each year, including the employee's birthday.

Sick Leave: On approval of excused absence, eligible employees may use accrued sick leave.

Retirement: Employees of the Superior Court participate in the County Employees Retirement System, which is integrated with Social Security.

Health Insurance: Superior Court employees are provided a cafeteria-style flexible benefits plan, which offers health, dental and vision coverage.

Life Insurance: A group rate life insurance program is available.

Additional Benefits: Other benefits include tuition reimbursement, deferred compensation, suggestion award program, and credit union services.

Employee Status: Employees in the classification of Court Operations Clerk Trainee will serve a twelve month probationary period and are governed by the San Diego Superior Court Personnel Rules.

Typing Certificate Requirements: An ORIGINAL unaltered typing certificate (no photocopies) of at least 35 net WPM with a maximum of five (5) errors must be attached to the application, or presented at time of filing application. The certificate must state that the typing test was for at least five (5) minutes and in accordance with International Typing Contest Rules. The certificate must be no more than two (2) years old from the date of application submission. On-line typing test certificates will not be accepted. Attach a self-addressed stamped envelope for return of typing certificate.

Certification Notes: See attached list of sites where typing certificates may be obtained.

TYPING CERTIFICATE LOCATIONS

NOTE: This list is not inclusive and subject to change without notice. Please call ahead.

Education Center	Phone	Address
Center City	619-388-4624	1400 Park Blvd., Rm. 121, San Diego
Cesar Chavez Center for Education	619-230-2895	1960 National Ave., San Diego
Chula Vista Adult Center	619-691-5760	1034 Fourth Ave., San Diego
Education Cultural Complex	619-388-4955	4343 Ocean View Blvd, San Diego
Foothills Adult Center	619-401-4122	1550 Melody Lane, El Cajon
Mid-City/Fairmont	619-388-4600	3796 Fairmont Ave., San Diego
Mid-City/Navajo	619-286-4070	6696 Wandermere Dr., San Diego
Montgomery Adult Center	619-628-3017	3240 Palm Ave., San Diego
National City Adult Center	619-336-7037	517 Mile of Cars Way, National City
North City/LVPC	858-627-2525	2130 Ulrich St., San Diego
North City/Miramar	858-627-2525	10440 Black Mountain Rd., San Diego
San Ysidro Adult Center	619-622-4026	4220 Otay Mesa Rd., San Ysidro
South County Career Center	619-424-1112	1111 Bay Blvd., Ste. E, Chula Vista
West City/Clairemont	619-221-6973	3890 Modoc St., San Diego
West City/Pt. Loma	619-221-6973	3249 Fordham St., San Diego
Coronado Adult Center	619-522-8982	650 D Coronado Ave., Coronado
Grossmont Adult Center	619-644-7000 x7548	8800 Grossmont College Dr., El Cajon
Poway Adult Education	858-668-4000	13230 Evening Creek Rd, Ste 220, Poway
Palomar College/San Marcos	760-774-1150 x2497	Room B-22
Santana High School	619-596-3657	9915 N. Magnolia, Santee
Vista Adult Center	760-758-7122 x0	305 E. Bobier Dr., Vista
ROP East County Center	619-590-3923	924 E. Main St., El Cajon
San Diego Metro ROP Center	858-627-7208	6735 Gifford Way, San Diego