



The Superior Court of California
County of San Diego

PROMOTIONAL JOB ANNOUNCEMENT
COURT OPERATIONS SUPERVISOR
Examination No. 13-012

- SALARY RANGE:** \$2,188.00 - \$2,771.20 biweekly; \$56,888.00 - \$72,051.20 annually
- FILING DEADLINE:** Applications will be accepted until **5:00 p.m. on Monday, July 15, 2013.**
- JOB SUMMARY:** Under the direction of a Court Operations Manager, a Court Operations Supervisor is responsible for supervising the legal clerical document processing activities and operation of an organizational unit within a Court division. **NOTE:** The eligible list established from this examination process will replace the existing eligibility list and will be used to fill immediate and future Court Operations Supervisor vacancies. Interested applicants must apply under this examination.
- REQUIREMENTS:** This is a promotional opportunity and **ONLY** current San Diego Superior Court employees are eligible to apply. Requires two (2) years of full-time experience as a Court Operations Clerk III or higher (IC Clerk or Courtroom Clerk); or five (5) years of full-time experience in legal document processing work that must include one year of lead or supervisory experience.
- EVALUATION AND SELECTION FACTORS:** Factors which may be evaluated include knowledge of principles of supervision and training; codes and local rules of court pertaining to Superior Court operations; purpose and processing procedures of court related legal documents, forms and records; jurisdictional issues of the Court; and legal terminology. Skills and abilities which may be evaluated include the ability to lead, organize, assign, train and evaluate staff; understand, explain and apply rules, regulations, statutes, codes and legal procedures; analyze problems, recommend appropriate solutions and implement changes to work procedures; use a computer terminal and complex filing systems; maintain confidentiality; communicate clearly and effectively both orally and in writing; establish and maintain effective working relationships with a wide variety of individuals; and prepare statistical reports.
- SELECTION PROCESS:** This examination has two components: a written multiple-choice test and an oral interview. Candidates must be successful on each component to have their names placed on the eligible list. Each component comprises half of a candidate's total score.
- Candidates who meet the minimum qualifications will be notified by mail of the written test date. The factors on the written multiple-choice test will include legal terminology and procedures, principles of supervision and training, and reading comprehension. Those who are successful on the written multiple-choice test will be scheduled to participate in an oral interview at a later date as part of the exam process.
- Once the eligible list has been created, the top candidates will be invited to participate in selection interviews at the division level where vacancies occur. Selection decisions for appointments to Court Operations Supervisor positions will be made from the eligible list created as a result of this exam process.
- HOW TO APPLY:** Applicants must complete and submit a San Diego Superior Court employment application and supplemental application form. Application materials are available at the San Diego Superior Court Human Resources office, 330 W Broadway (Hall of Justice), Room 251, San Diego CA 92101; in the Employment section of the Court's website at www.sdcourt.ca.gov; or by emailing courthr@sdcourt.ca.gov. Completed application materials may be submitted in person; by regular mail to San Diego Superior Court, Attention: Human Resources, P.O. Box 120128, San Diego, CA 92112-0128; or by County interoffice mail to mail stop C-44.

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 Personnel of special needs in advance of the examination.

Human Resources Office: The San Diego 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, P.O. 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 fax number is (619) 450-7158.

Website: Job opportunities are listed in the Employment section of the San Diego Superior Court 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. Faxed applications 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.

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: Step placement within the salary range will be determined by application of the 5% promotion rule.

Vacation: Employees new to this class accrue vacation at a rate of seventeen (17) 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 refund, deferred compensation, suggestion award program, and credit union services.

Employee Status: Employees in the Court Operations Supervisor classification serve a one-year probationary period and are governed by the San Diego Superior Court Personnel Rules.