



**SUPERIOR COURT OF CALIFORNIA,
COUNTY OF BUTTE – HUMAN RESOURCES**
ONE COURT STREET, OROVILLE, CALIFORNIA, 95965-3303
TELEPHONE: (530) 532-7103 • FACSIMILE: (530) 532-7291
WWW.BUTTECOURT.CA.GOV

INSTRUCTIONS FOR APPLICATION FOR EMPLOYMENT

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE COMPLETING APPLICATION

Applicants may submit an application online or submit a paper application to Human Resources using one of the following methods:

MAIL

1 Court Street
Oroville, CA 95965

E-MAIL

hr@buttecourt.ca.gov

FAX

530-532-7291

Applications must be received by 4:00 p.m. on the recruitment closing deadline. Postmarks will not be accepted, and late applications will be rejected without review. The Court is not responsible for lost or misdirected applications.

Paper applications must be signed and accompanied by supplemental documentation or questionnaires, if required by the recruitment. Please type or clearly print your application using blue or black ink, and complete entire application in sufficient detail to permit comprehensive review. Applications that are illegible, incomplete, or unsigned will be rejected without review. Attachments to the application will be accepted, but they will not be accepted in place of a properly completed application. Although a resume can accompany a completed application, DO NOT write “See Resume” for any of the requested information. A separate application must be completed for each position for which you are applying.

Applications will be reviewed for minimum qualifications as listed in the job description; however, possession of the minimum qualifications is not necessarily a guarantee of further advancement in the selection process. In some instances this application screening process may be the only criteria utilized in developing a list of eligible applicants. Therefore, it is important that your application show all experience and education relevant to the position. Please list all relevant jobs regardless of duration, including part time and military service. Applicants must meet the minimum qualifications for the classification by the final filing date, unless otherwise specified in the job announcement.

Pre-employment Policies and Other Requirements:

Candidates will be subject to a background and reference check, including fingerprinting for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). All offers of employment are contingent upon submission of documents verifying identity and authorization to work in the United States in accordance with the Immigration and Naturalization Control Act of 1986 using E-Verify and passing a pre-employment medical review/examination.

Policy of Nondiscrimination

Superior Court of California, County of Butte does not discriminate in the admission or access to, or treatment or employment in, its programs or activities and encourages applications from all persons regardless of their race, color, sex, sexual orientation, religion, religious creed, age, national origin, ancestry, physical, or mental disability, medical condition or marital status. Disabled persons are encouraged to apply for all positions with the Butte Superior Court. Contact the Court Administrative Office at (530) 532-7013 well in advance of the exam/interview for assistance. Reasonable accommodation may be made in the testing procedure as well as the work site.

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE

PLEASE DO NOT DETACH

The Superior Court of California, County of Butte is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the following information is solicited on a **voluntary** basis and will **NOT** be used to make any decision about your eligibility, selection, or employment. Refusal to provide this information will not subject you to any adverse treatment. The information obtained will be detached from the application and kept confidential and available to authorized personnel only for research and statistical purposes and will only be used in accordance with the provisions of applicable laws. When reported, data will not identify any specific individual.

ETHNIC ORIGIN:

The following ethnic categories have been identified by the Equal Employment Opportunity Commission (EEOC). Please check **one space only** for the ethnic category you most closely identify with.

Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not Hispanic or Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, Cambodia, China, India, Japan Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino) – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino) – All persons who identify with more than one of the above races.

GENDER:	Female	Male					
AGE:	Under 18	18-20	21-29	30-39	40-49	50-59	60 or Over
DISABILITY:	None	Hearing	Speech	Developmental	Visual	Physical	

RECRUITMENT RESEARCH

SOURCE: How did you learn about this recruitment (*check only one*):

Oroville-Mercury Register	Sacramento Bee	LinkedIn	Butte County One-Stop
Chico Enterprise Record	Butte College	Craigslist	Friend/Relative/Employee
Marysville Appeal Democrat	Chico State	Monster Jobs	Court Website / Job Flyer
Redding Record-Searchlight	Judicial Council	CalJobs	Other _____

EDUCATION: Please indicate the highest grade in school that you have completed (*check only one*).

Some High School	1-2 years of college	Bachelor's Degree
High School Graduate / GED	3-4 years of college	Master's Degree
	Associates Degree	Doctoral Degree