



Superior Court of California, County of Butte  
One Court Street, Oroville, Ca 95965  
Phone: (530) 532-7013, Fax: (530) 532-7291  
[www.buttecourt.ca.gov](http://www.buttecourt.ca.gov)

Invites Applications for the following position:

## OFFICE ASSISTANT II (Full-Time, Regular Help Position)

**Hourly Salary Range:** \$11.46 - \$13.93 hourly  
**Filing Period:** Saturday, December 7, 2013 – Friday, December 27, 2013  
**Filing Deadline:** Friday, December 27, 2013 @ 4:00 p.m.

\*Salary is subject to a mandatory 3.85% reduction, with a corresponding receipt of 10 paid days off, for fiscal year 13/14 and 5% reduction with a corresponding receipt of 13 paid days off, for fiscal year 14/15 due to current State financial difficulties.

### *POSITION OVERVIEW*

Performs a variety of general clerical duties; and performs related duties as assigned.

### *DISTINGUISHING CHARACTERISTICS*

The work of those in the Office Assistant II classification is performed under general supervision and within a framework of established procedures. Incumbents are expected to perform a wide variety of typing and general secretarial duties with only occasional instruction or assistance. Adequate performance requires knowledge of departmental procedures and precedents, and the ability to choose alternatives in completing routine assignments. This specification is considered a journey level position.

### *ESSENTIAL JOB FUNCTIONS*

The following duties are typical of those performed by the incumbent in this classification; however, other duties may also be required.)

- Types reports, legal documents, case records, bills, vouchers, requisitions, lists, schedules, orders, notices, and statistical and financial data from rough drafts, marginal notes, or verbal instructions.
- May transcribe dictating machine records.
- Gives out information personally over the counter, the telephone or by letter.
- Acts as a receptionist, receiving, routing, and placing calls and directing visitors.
- Books, pages, indexes and compares official copies of documents.
- Receives, distributes, and dispatches mail.
- Tabulates and checks columns of figures including simple statistical or accounting data.
- May receive money in payment of bills, fines and fees, and keeps records of corrections.
- Maintains files, listings, and records in connection with Court business.
- Checks and alphabetizes records.
- Arranges material for typing and proofreads copy.
- May assist in the processing of applications, property statements, exemption claims, and appraisal records.
- May assist in preparing and verifying accounting records.
- Operates office equipment including personal computer, microfiche, typewriter, adding machine, and photocopy machine.

**Note:** The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. Questions regarding this announcement may be directed to the Butte Superior Court Human Resources Office

## **MINIMUM QUALIFICATIONS**

- **One year of increasingly responsible general clerical experience.** Any combination of education and experience that would provide the required knowledge and abilities is qualifying. Possession of the minimum qualifications is not necessarily a guarantee of further advancement in the selection process. Those applicants appearing most qualified will be selected to advance.
- Possession of valid certificate as proof of required typing skill at **45 wpm.** **Applicant must attach proof of certification to application at time of submission.**

**Pre-employment Policies and Other Requirements:** 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; passing a pre-employment medical review/examination; background and reference check, including a fingerprinting check for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). May be required to possess or obtain by appointment date a valid California operators' license issued by the State Department of Motor Vehicles.

## **SALARY AND BENEFITS PACKAGE:**

**Salary:** Salary range consists of five steps with approximately a 5% difference between each step. Annual performance reviews are conducted which may advance the employee through the steps.

### **Benefits:**

- Sick Leave - 12 days annually
- Vacation - begins with 2 weeks/year & increases with longevity; plus a special annual vacation entitlement
- 13 Paid Holidays
- Membership in (CalPERS) Retirement System (**Court contributes 3.5% of salary for employee's share**)
- Choice of 3 PERS Health Insurance Plans (HMO/PPO)
- Dental & Vision Plans
- CIGNA Life Insurance provided by the Court (\$25,000); Employee can purchase additional voluntary coverage
- ICMA Deferred Compensation 457 Plan available
- Employee Assistance Program

### **Agency Shop:**

This position requires, as a condition of continued employment, that the person either 1) become a union member, 2) pay a fair share fee to the union, or 3) meet specific requirements under which an equivalent amount must be paid to a charity.

## **APPLICATION AND SELECTION PROCEDURES:**

An application packet may be obtained by visiting the court's website at [www.buttecourt.ca.gov](http://www.buttecourt.ca.gov) or contacting the Superior Court's Human Resources Division, One Court Street, Oroville, CA 95965; 530-532-7103. **Applicants must submit an original signed Superior Court Application along with the required typing certificate to the Superior Court Human Resources Office by the final filing date to the above address.** Attachments to the application will be accepted. Faxed applications will also be accepted at 530-532-7291 and must be followed by the original application postmarked no later than the final filing date and received within (7) days of the final filing date.

Applications will be reviewed for minimum requirements as listed in the job description. All questions on the application must be completed in sufficient detail to permit comprehensive review. It is important that your application show **all** the relevant experience and education you possess. The application will go through a screening process and only the most qualified will be selected to proceed to the examination process. The application is the first step in the examination process, and in some instances, it may be the only criteria utilized in developing the list of candidates. The information that you furnish will be used to determine your qualifications. List all relevant jobs regardless of duration, including part-time and military service. Include a complete list of work experience, which relates to the specific Minimum Qualification requirements. Applicants must meet all of the qualifications for the classification by the final filing date.

### **Employment Eligibility**

It is the Court's intention to hire only those workers who are authorized to work in the United States, pursuant to the Immigration Act of 1990. If you are offered employment you will be required to verify your eligibility to work in the United States.

### **Policy of Nondiscrimination**

The Superior Court of California, County of Butte encourages applications from all persons regardless of their race, color, sex, religious creed, sexual orientation, age, national origin, ancestry, physical, or mental disability, medical condition or marital status. Disabled persons are encouraged to apply for all positions with the Superior Court of Butte County. Special interview arrangements may be made to accommodate disabilities or religious convictions. Contact the Court Administrative Office at (530) 532-7013 well in advance of the exam/interview for assistance.