



**The Superior Court of California, County of Butte
Human Resources Department
One Court Street, Oroville, CA 95965
Phone: (530) 532-7103  Fax: (530) 532-7291
www.buttecourt.ca.gov**

The Superior Court of California, County of Butte invites applications for the following position:

LEGAL ASSISTANT*
Self-Help Assistance and Referral Program (SHARP)

Salary Range: \$15.15 - \$18.43 hourly

Continuous Recruitment

***This recruitment is to establish an eligibility listing for Full-Time, and Extra-Help positions. Legal Assistants may be assigned to any of our SHARP locations, currently in Oroville, Chico, Willows and Red Bluff.**

POSITION: SHARP Positions are grant-funded and on a limited term basis with renewal subject to approval annually. Legal Assistants assist litigants in self-help legal programs and report to and receives lead direction from the Supervising Legal Assistant. Incumbents assist litigants in a workshop environment, on the telephone and in person; schedule appointments; and make referrals to appropriate agencies. Incumbents also interview individuals regarding various legal matters and respond to inquiries regarding court rules, procedures, timelines and statutory requirements. Legal Assistants may provide direction to legal interns or volunteers.

DISTINGUISHING CHARACTERISTICS: The Legal Assistant classification is responsible for providing assistance to self-help litigants who utilize Superior Court services, whereas the Court Clerk classification processes legal documents in support of the administration of justice activities of the Superior Court.

ESSENTIAL JOB FUNCTIONS:

- Assists litigants, in a workshop environment, with their family or civil law issues.
- Assists litigants, in person or by telephone, with scheduling of appointments and by offering referrals to appropriate agencies.
- Gives oral presentations and prepares written reports.
- Interviews individuals, in person or by telephone, regarding various legal matters. Acts as office receptionist, directs callers, takes messages and screens clients.
- Travels to and operates office locations within the grant service area.
- Maintains strict confidentiality.
- Demonstrates continuous efforts to improve operations, streamline work processes, and reduce turnaround times. Works jointly and cooperatively to provide quality seamless client services.
- Prepares correspondence in response to inquiries regarding court rules, procedures, timelines and statutory requirements.
- Prepares, types and proofreads drafts and a wide variety of finished documents from notes, brief instructions and/or printed materials.
- Uses a personal computer to input and retrieve data and prepare reports. Collects statistical data and prepares spreadsheet compilations.
- Files, makes photocopies, and assembles documents.
- Performs other related duties as assigned.

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.

EMPLOYMENT STANDARDS

Experience & Education:

- Two years of customer service experience, preferably in a legal or criminal justice setting.
- Some practical knowledge of legal forms, processes, research, and writing, whether through education or work experience. Paralegal certificate is desirable.

Knowledge of: Family and Civil law; legal terminology; preparation of legal forms; English usage, spelling, grammar and punctuation; business letter writing and report preparation; modern office practices and technology; and telephone etiquette.

Ability to: learn the organization, procedures and operating details of the Superior Court; learn and apply the applicable statutory codes, California Rules of Court and Local Rules relating to court procedures; prepare accurate documents; understand legal terminology, forms and procedures; accurately gather and report pertinent information; establish and maintain effective working relationships with those contacted during the course of work; exercise tact, diplomacy and flexibility; work in a stressful environment and exhibit a professional demeanor in difficult situations; multi-task a variety of duties; effectively communicate verbally and in writing; and maintain confidentiality.

Special Requirements:

May be required to possess or obtain by appointment date a valid California operator's license issued by the State Department of Motor Vehicles.

ENVIRONMENTAL AND FUNCTIONAL FACTORS

The physical demands and work environment described below are representative of those an employee encounters while performing the essential functions of this position. However, reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Incumbents will perform work inside of buildings in multiple locations, in a busy and fast-paced work environment; travel frequently to and from office locations; work in a controlled environmental facility and work alone or frequently closely with co-workers and members of the public. Working conditions may be stressful at times. Incumbents will perform work while standing or sitting; must be able to communicate verbally with coworkers and other individuals; use fingers and both hands; be able to hear well; must be able to see clearly and up close; position may require the incumbent to stand or walk part of the time with minimal bending, stooping, squatting, twisting, reaching, or working on irregular surfaces; may require light physical effort which includes infrequent lifting of up to ten (10) pounds and occasional lifting of up to twenty-five (25) pounds or more.

COMPENSATION

Salary: \$15.15 to \$18.43 / hour. The stated range consists of 5 steps with approximately 5% between each step. Annual performance reviews are given which may advance the employee through the steps.

Benefits available to Full-Time employees:

- CalPERS retirement
 - New/PEPRA Members: 2% @ 62
 - Classic Members: 2% @ 55
- Annual Time Off
 - 12 Holidays plus 1 Floating Holiday
 - 12 days of Sick Leave
 - 15 days of Vacation (accrual rate increases with longevity)
- Longevity pay at 10, 15, 20 and 25 25 years of service
- Choice of 4 Health Insurance Plans (HMO/PPO)
- Dental & Vision Insurance
- \$25,000 Basic Life Insurance (paid by the Court)
 - Additional coverage available for purchase
- ICMA 457 Deferred Compensation Plan
- ADP Flexible Spending Section 125 Account (health/dependent care)
- Employee Assistance Program

APPLICATION AND SELECTION PROCEDURES:

You can download an application from the Butte Superior Court's website at www.buttecourt.ca.gov. You may also request an application by contacting Butte Superior Court Human Resources at 530-532-7103 or HR@buttecourt.ca.gov.

Applicants must submit a TYPED Superior Court Employment Application, and a detailed resume to the Human Resources office. Additional attachments and/or supplemental documents are welcome; however, they will not be accepted in lieu of the required documents. Applications may be dropped off at or mailed to either Butte Superior Court location (1 Court Street in Oroville / 1775 Concord Avenue in Chico); faxed to 530-532-7291; or e-mailed to HR@buttecourt.ca.gov.

All information on the application must be complete to permit comprehensive review. It is important that your application show all the relevant education and work experience you possess, regardless of duration and including part-time and military service. The application is the first step in the examination process, and the information that you furnish will be used to determine your qualifications. Applications will be reviewed for minimum qualifications as listed in this job description. Applicants must meet all of the minimum qualifications for the classification by the time of filing. All correspondence regarding the selection process, including scheduled interviews is sent via email. You are responsible for checking your email account on a regular basis to determine the status of your application.

The Butte Superior Court will be accepting applications for Legal Assistant (SHARP) on a continuous basis. As vacancies occur you may be contacted to proceed further in the recruitment process.

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.

Policy of Nondiscrimination: The Butte County Superior Court does not discriminate on the basis of race, color, religion, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age, national origin, marital status, sexual orientation, ancestry, physical or mental disability, medical condition, genetic information, family care status, political affiliation, military or veteran status, marital status, or citizenship, or any other basis prohibited by law. Employment practices also shall not be based upon a perception that an individual is associated with a person who has, or is perceived to have, any of these characteristics. Reasonable accommodation may be made in the testing procedure as well as at the work site. Contact Court Human Resources at (530) 532-7013 in advance to request assistance.

LEGAL ASSISTANT

Supplemental Questionnaire

The completed questionnaire **must** be submitted with your Butte Superior Court employment application to be considered for the position.

1. The Butte Superior Court SHARP Program has staff in four locations: Oroville, Chico, Willows and Red Bluff. A Legal Assistant may be assigned to any of these facilities and assignments may change from time to time. Are you able to work at and travel to any of the SHARP locations?

YES NO

Full-Time Limited-Term = Position is 40 hours/week, subject to annual review, and is eligible for benefits.
Extra-Help = Position is used as-needed with flexible hours, but not eligible for benefits.

2. Considering the definitions above which positions would you be interested in?

Full-Time Extra-Help