

**Superior Court of California
County of Solano
Job Announcement**

**Judicial Assistant II
RECRUITMENT # 2022-17**

Salary: \$61,442 - \$74,683 annually

CLOSING DATE: until filled

Job Definition

Under general supervision, performs advanced journey level, complex, and highly confidential legal secretarial work for judges. This position is regular, full-time, represented and non-exempt from the Fair Labor Standards Act.

Essential Functions (Core Competencies), including, but not limited to:

- Composing, proofreading and editing documents including but not limited to: correspondence, memoranda, orders of the court, statements of decision, judgments, opinions, criminal and civil jury verdict and findings forms, criminal and civil jury instructions.
- Reviewing daily calendar files prior to the judge's review, for presence of necessary documents and pleadings.
- Preparing documents using a variety of software applications.
- Transcribing complex and/or confidential directions relative to orders, judgments, opinions, correspondence, hearings and informal discussions.
- Reviewing files, orders, judgments and other documents submitted to the Court to ensure accuracy.
- Screening telephone calls; taking and relaying inquiries and messages; communicating with stakeholders to update and/or verify information; arranging appointments, meetings, and conference; making travel arrangements for judiciary; assisting other court personnel with policies, procedures and rules of the court, and giving procedural information to the public, employees and others.
- Maintaining judicial records and files; updating chamber law libraries; ordering office supplies; preparing judicial travel claims for payment; verifying and maintaining inventory of equipment.
- Coordinating with calendar clerks to maintain calendar system.
- Entering and updating information in automated case management systems.
- Performing other related work as required by business needs or as assigned.

The ideal job applicant will possess all of the knowledge, skills, and abilities (KSAs) listed below, including other KSAs and meet all minimum requirements. A more detailed list of minimum requirements and KSAs is available upon request in the form of a job specification.

Judicial Assistant II

Recruitment # 2022-17

Knowledge, Skills, and Abilities – The successful applicant will possess the following (KSAs):

Knowledge of:

- Legal terminology, procedures and processes applicable to the assigned department.
- Legal and general recordkeeping systems and file maintenance methods.
- Specialized typing formats and legal documents.
- Correct English usage including spelling, grammar, and punctuation.
- Modern office equipment, including computers.
- Correspondence composition techniques.
- All phases of the legal field including forms, procedures, citations and methodology.
- Office management principles and basic law library control; general office practices and procedures.
- State statutes and Rules of Court (state and local).

Ability to:

- Exercise tact, courtesy, and efficiency in working under short time deadlines.
- Exercise tact and discretion in dealing with the public and sensitive information.
- Prepare final documents from handwritten, typed or voice-recorded drafts, including formatting specialized documents.
- Determine proper and routine wording and phrases from handwritten documents and notations.
- Research regulations, citations, case status procedures and information from technical resource materials.
- Organize and prioritize work assignments.
- Handle multiple assignments concurrently.
- Maintain accurate records and make accurate arithmetical calculations; discover and correct errors in computations in submitted documents.
- Communicate effectively with people of diverse socio-economic backgrounds and temperaments.
- Maintain confidentiality of information.
- Excellent written and oral communication skills.

Educational and Work Experience Requirements

- High school diploma, GED, or equivalent.
- Three (3) years of progressively responsible legal stenographic, secretarial and administrative experience in a private or public law office or as a Judicial Assistant I in the Superior Court of California, County of Solano.

OR

- Equivalent to completion of 60 semester (or 90 quarter) units from an accredited college or university with major coursework in business administration, criminal justice or a related field OR paralegal certificate.

AND

- One (1) year of progressively responsible legal stenographic, secretarial and administrative experience in a private or public law office or as a Judicial Assistant I in the Superior Court of California, County of Solano.

Judicial Assistant II
Recruitment # 2022-17

Supplemental Requirement: Assignments may be in either Fairfield or Vallejo and may change depending on judicial assignment. Must be willing to work in either location.

License Requirement

A valid California driver's license may be required or the ability to provide alternate transportation if prohibited by a medically documented disability from obtaining a driver's license.

Physical Requirements and Work Environment

The duties assigned to this position requires standing, walking, use hands to finger, handle, pinch, pull objects or controls, reach with hands and arms, climb stairs, and balance. Customarily, assigned work may include frequent lifting of up to approximately 10 pounds and the need to sit and work at a computer for long periods. Occasional lifting of up to 25 pounds may be required. Some bending, stooping, and/or squatting may be required. While performing assigned duties, the employee is exposed to weather conditions prevalent at the time. The noise and traffic level in the work environment are similar to a high volume business office. Reasonable accommodation requests will be considered during pre-employment testing period and after employment when requested, medically documented, and determined by the court to be appropriate under applicable law.

Recruitment Process

To be considered for this position, job applicants are required to complete: (1) an official court application, (2) a supplemental application, and to submit (3) a writing sample in the form of written correspondence, official memorandum, pleading or other legal document you have prepared, not to exceed five pages. You are required to sign and date the application, the responses to the supplemental questions, and the writing sample documents. **The supplemental application is attached to the job application form.** Applicants who are successful in the application packet-screening phase will move on to the interview phase, which includes a written exam. A panel of subject-matter-experts (SMEs) will conduct a structured oral interview. The panel will review the degree to which each applicant demonstrates the required knowledge, skills, and abilities.

Eligible job applicants will be notified by telephone or letter of the date and location prior to scheduling for the examination.