



**Superior Court of the State of California
County of Kings
1640 Kings County Drive Hanford, CA 93230
(559) 582-1010 Extension 6021**

Job Announcement

COURT CLERICAL ASSISTANT

Starting Hourly Rate: \$ 18.04

JOB OPPORTUNITY

The Superior Court of California, County of Kings, is accepting applications for a full-time Court Clerical Assistant position located in Hanford, California.

ESSENTIAL DUTIES include, but are not necessarily limited to:

- Responds to inquiries, complaints, and requests for information by telephone, mail or in person
- Performs data entry and operates a variety of office equipment including computers, copiers, fax machines, computerized mail machine, electronic parcel scale.
- Greets and checks in jurors, reads names of potential jurors and assigns jurors to designated department; determines validity of requests for excuse/deferral from jury service in accordance with State law and Court policy.
- Updates Juror Profile Information & Grand Jury Questionnaires.
- Operates computerized jury system including data entry and maintenance for information on potential and actual trial jurors and Grand jurors.
- Handles mailing of Failure to Appear Notices and maintains records of such notices.
- Sorts, weighs, classifies and meters outgoing mail and parcels with correct postage; opens, sorts, and distributes incoming mail and parcels.

MINIMUM QUALIFICATIONS

Education: Possession of a High School Diploma or GED.

Experience: One year of general Clerical experience.

OR

Any equivalent combination of education and experience which would provide the required knowledge, skills and abilities is qualifying as determined by the Court Executive Officer or designee.

PREFERRED REQUIREMENTS

Bilingual (Spanish) abilities are preferred but not required. Knowledge of mail processing, sorting, and distribution.

SPECIAL REQUIREMENTS

Must possess a valid California Class 'C' driver's license. Ability to qualify for a security clearance through fingerprinting, traffic and criminal record background investigation, and random drug testing. Ability to sit for extended periods; frequently stand and walk; normal manual dexterity; eye-hand coordination; lift and move objects weighing up to twenty (20) pounds; verbal communication; use of office equipment, including computer, telephone, calculator, copier, and fax machine. Travel may be required outside of Kings County to attend meetings, conferences, and trainings.

EMPLOYEE BENEFITS

The Superior Court provides a comprehensive package of employee benefits. Our programs include medical, dental and vision insurance, health and dependent care flexible spending accounts, term life insurance, long term disability and accident insurance and other employee benefits. The court makes considerable contributions to health and retirement benefits on behalf of the employees.

The court also provides paid time-off:

- Paid Holidays- Full-time court employees receive 14 paid holidays
- Paid Sick Leave- Full-time court employees accrue 10 – 16 days (based on years of service)
- Paid Vacation Leave- Full-time court employees accrue 10 – 25 days (based on years of service)

Health Insurance: The court offers three levels of medical coverage for employees to elect. The court pays 100% of the employee medical, dental and vision premiums and contributes a substantial amount towards dependent(s) coverage. Employees who waive court-sponsored medical insurance and who provide proof of other group medical insurance are eligible to receive \$274 per pay period (24 periods per year) in-lieu of court-sponsored medical insurance.

Life Insurance: The court gives you the ability to help financially protect your family/beneficiaries with Life and Accidental Death & Dismemberment (AD&D) Insurance. You have the option to supplement the court-paid \$15,000 policy with life insurance for family members and additional coverage for yourself through Voluntary Life Insurance.

Retirement: The court pays a considerable bi-weekly contribution on behalf of the employee to California Public Employee Retirement System (CALPERS). All regular employees are required to enroll in CALPERS and contribute 7.25% bi-weekly for the defined benefit plan [2% at age 62].

Deferred Compensation: The court offers employees the ability to participate in 457 deferred-compensation plan.

Employee Assistance Program (EAP): The court provides employees with support for a wide variety of challenges through EAP. Benefits include up to three (3) sessions, every six (6) months of face-to-face confidential counseling.

CLOSING DATE

Sunday, October 13, 2024, at 5 p.m.

REQUIRED APPLICATION MATERIALS:

- Letter of Interest
- Resume
- Court Application

A resume sent without the additional required application materials will not be reviewed. Application materials can be submitted in pdf. format to court email **personnel@kings.courts.ca.gov** or by mail:

Superior Court of the State of California, County of Kings
Attn: Human Resources Division
1640 Kings County Drive
Hanford, CA 93230
(559) 582-1010 Extension 6021

The Court Application is available on our website: [Employment | Superior Court of California | County of Kings](#)

EOE/AA Employer

[This is not an offer of employment by the County of Kings or State of California]