

Brian J. Lamb
Presiding Judge

Stephen M. Place
Judge



Pamela M. Foster
Executive Officer

Superior Court of California County of Inyo

301 West Line Street
Bishop, California 93514
(760) 872-3038

COURT ATTENDANT AND COURT ATTENDANT, PER DIEM

DEPARTMENT: Superior Court of California, County of Inyo
LOCATION: Independence and Bishop, CA
SALARY: Court Attendant, Full Time Range 50
Step A - \$2,946 Monthly
Court Attendant, Per Diem \$15.79 hourly

The Superior Court of California, County of Inyo is accepting applications for the positions of **Court Attendant and Court Attendant, Per Diem**.

A Court Attendant is a full-time, non-management position, with benefits. Employees are paid an hourly rate within the prescribed salary range noted above.

A Court Attendant, Per Diem, is a temporary non-benefited position that is assigned court-wide on a services-as-needed basis. The work hours will vary based on the temporary staffing needs of the Court. Employees may be assigned to work a half-day or full-day. The current rate of pay for a Court Attendant, Per Diem, is \$15.79 hourly.

Successful applicants will be offered, based on exam performance, a full time position of Court Attendant or part time position of Court Attendant, Per Diem. Successful candidates who wish to work only part time may also request appointment as Court Attendant, Per Diem.

Employees appointed to a position of Court Attendant or Court Attendant, Per Diem, must be willing to travel and work throughout any of the court locations within the Superior Court of California, County of Inyo.

JOB DEFINITION

Under general supervision, to screen court visitors, monitor the premises to ensure that order and silence are maintained in and near the courtroom; to ensure the security of the courtroom; to provide assistance and support to bailiff, court staff, attorneys, jurors, litigants and members of the public; and to perform other related duties as assigned.

DISTINGUISHING FEATURES

A Court Attendant is a non-sworn classification. This position is also responsible for performing general and routine security-related duties in and near a courtroom including advising the public of acceptable courtroom decorum. This classification is distinguished from Deputy Sheriffs in that the latter have direct responsibility for courtroom security, physical restraint of prisoners and disruptive persons protecting life and property and apprehending criminal violators.

Examples of Duties

May include but is not limited to the following:

1. Screens Court visitors to ensure they have no weapons or items that are not allowed on court premises or in the courtroom.
2. Monitors hallway, lobby, and foyer areas to ensure that order and silence are maintained near the courtroom.
3. Secures and inspects courtroom and alerts sheriff personnel to any possible security problems in or near the courtroom.

4. Operates a computer for printing court calendars; posts the daily court calendar in the hallway or foyer; checks-in court users for their hearing if they have a case on calendar.
5. Provides general information and assistance to members of the public and attorneys.
6. Assists the court I.T. Department with inventory; assists the clerk's office with mass mailings.
7. Moves and relocates boxes, I.T. equipment, and other miscellaneous items as needed; may assemble furniture, chairs, or other office equipment.
8. Performs some janitorial duties in order to prepare the courtroom for jury trials or other non-regular court calendars.
9. Performs other related duties as assigned.

Minimum Qualifications

High School diploma or GED required.

Knowledge and Abilities

Knowledge of legal terminology and court procedures; customer service practices; problem solving and conflict resolution techniques; modern office procedures and equipment, including computer programs, scanner, fax machine, copier and recording equipment.

Ability to maintain order and silence in a courtroom; assist judges, attorneys and other personnel; understand and carry out oral and written instructions; operate modern office equipment, including copier, scanner, fax machine and recording equipment; retrieve and interpret information on a computer screen; and demonstrate proficiency using a computer, including keyboard and mouse; observe situations and determine appropriate courses of action; use good judgment and interpersonal skills to mediate and to diffuse disputes in a courtroom; listen carefully to note pertinent information; communicate effectively orally; remain calm in a demanding and stressful work environment; establish and maintain cooperative working relationships with judges, attorneys, staff and the public; and maintain confidentiality.

Physical demands and work environment:

- Physical demands:
 - Exerts up to 20 pounds of force occasionally, or up to 10 pounds of force constantly to move objects, including carrying up to 25 pounds upstairs;
 - Arranges records in file cabinets, drawers, and boxes;
- Work Environment:
 - No environmental factors.

Other requirements:

- Possession of a valid Driver's License at the time of appointment. *This requirement will be reviewed on a position basis in accordance with ADA regulations.*
- Criminal History and Background Check – Candidates are required to pass a fingerprint clearance by the Federal Bureau of Investigation (FBI) and Department of Justice (DOJ)

GENERAL INFORMATION

This is a full-time, non-management represented position. This position includes a one-year probationary period. Employment is contingent upon successful completion of a fingerprint check and the provision of appropriately identifying documents to certify eligibility to work in the United States.

The hiring process will include the following components:

1. An initial screening of all application materials received by **November 4, 2109** including a completed application. **A resume does not substitute for completing the application. An incomplete or partial application or supplemental questionnaire will result in disqualification.**
2. A review of the completed application to select the best-qualified candidates for the oral panel interview process.
3. An oral interview that will be weighted as 100% of the candidate's final score. The oral interview may contain situational exercises.

The Court reserves the right to limit the number of candidates invited to the testing process to include only the most qualified candidates should there be a large applicant pool. Successful candidates in the initial application review will be considered further in the selection process.