

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

**Grand Jury Assistant (.5 FTE)
Recruitment # 2010-04**

Salary: \$17,836 – \$21,679 annually

CLOSING DATE: August 6, 2010

Job Definition

Under direction, this position provides administrative and secretarial assistance to the County of Solano, Grand Jury. This position is also responsible for providing continuity between successive impaneled Grand Juries. This position is a regular, part-time position. It is represented and non-exempt from the Fair Labor Standards Act.

Essential Functions (Core Competencies) include, but are not limited to

- Assists the Grand Jury Foreperson and individual members of the Grand Jury in daily activities;
- Receives Grand Jury inquiries by telephone, mail, and in person;
- Refers callers to the appropriate committee, juror, or other governmental agencies;
- Researches and responds to outside inquiries and explains Grand Jury complaint procedures to the public;
- Transcribes, prepares and distributes routine and/or complex confidential correspondence, reports, forms, news releases and other documents;
- Assists in editing reports;
- Maintains files, tickler files, and work logs;
- Sorts and files records and documents;
- Purges documents, when necessary or required;
- Compiles, verifies and formats data and information with the approval of the Grand Jury Foreperson;
- Coordinates facility and office equipment maintenance;
- Monitors and purchases supplies;
- Processes time sheets and payroll/personnel transactions;
- Maintains reference materials and manuals;
- Records fees, tracks financial data monthly, and prepares monthly reports.
- Performs other related work as required by business needs.

Superior Court of California, County of Solano

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.

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

- Knowledge of the purpose, rules and functions of the Grand Jury.
- Knowledge of modern office methods, practices, procedures and equipment, including computers.
- Knowledge of the basic rules, regulations, procedures, operations and activities related to County and/or Judicial Branch activities.
- Ability to use proper English, including spelling, grammar, vocabulary and punctuation.
- Ability to make arithmetical calculations.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to work independently and to organize and prioritize work assignments.
- Ability prepare correspondence, reports, or other documents from clear copy, handwritten drafts, or to compose from notes.
- Ability to understand and apply written and verbal instructions & convey information to others.
- Ability to communicate effectively with people of diverse socio-economic backgrounds and temperaments.
- Ability to maintain confidentiality of information.
- Knowledge of a variety of software programs, which include Word, Excel, and Outlook.

Educational and Work Experience Requirements

- Equivalent to graduation from high school
AND
- Three (3) years of responsible legal secretarial or clerical experience, including one (1) year of experience performing office manager and/or administrative assistant duties such as reception and security, facilities and office machine maintenance, records management and workflow management;

Keyboarding Skills

Keyboarding at a corrected rate of 60 wpm for a five (5) minute test is required. A current, valid, keyboarding certificate must be submitted with the application. The certificate must be from an accredited school or other agency. The certificate must contain the gross number of words typed per minute, the number of errors and must be signed and dated by the examiner. Only an original certificate, not be more than twelve (12) months old at the time of the application, will be accepted. Online typing certificates will not be accepted.

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.

Superior Court of California, County of Solano

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. Occasional lifting of up to 25 pounds may be required and the need to sit and work at a computer for long periods of time. May be required to sit and write on multi-part NCR forms for long periods of time. 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 busy 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 an official court application and a supplemental application. The application and supplemental application must both be signed and dated. **The supplemental application is attached to this job announcement.** An application screening committee will review application packets. Applicants who are successful in the application packet-screening phase will move on to the interview phase. A panel will conduct a structured oral interview. The panel will review and the degree to which each applicant demonstrates the required knowledge, skills, and abilities.

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

Official application forms are available on the court's Web site, www.solano.courts.ca.gov or application forms may be picked up from the court's human resources department in the Executive Office at 600 Union Avenue, Fairfield. Applications may be mailed to Human Resources, PO Box 2465, Fairfield, CA 94533 or delivered personally to the Executive Office **and must be received** by close of business on the final filing date. Faxes or postmarks are not accepted.

Superior Court of California, County of Solano

Supplemental Application

for

Grand Jury Assistant (.5 FTE)

(Recruitment #2010-04)

INFORMATION AND INSTRUCTIONS

To acquire knowledge of your education, experience and training, the first phase of the selection process for this position will be a review of your application and supplemental application. The information you provide on the court's official application and supplemental application will be used to evaluate your overall qualifications for this position. Based on the results of this evaluation process, candidates will be invited to participate in the interview.

Using this supplemental application, you are required to describe your training and experience that qualify you for this position. You are to provide explicit, but concise, statements in response to each section. It is your responsibility to ensure that information you deem important to your candidacy is included in your responses. **Your response to each question is limited to one page.** In responding to each question, describe ***your own experience***. Do not list the functions of the unit in which your position was located. Do not list the responsibilities of the person to whom you reported. If you have assisted your supervisor or a lead staff person in carrying out functions or responsibilities, clarify how you assisted, and define the degree of authority you exercised.

Both the official court application and the supplemental application must be typed or legibly printed. **Résumés or referrals to a résumé in lieu of a response on this questionnaire are not acceptable.** Applicants submitting illegible or incomplete application packets will be disqualified from consideration.

CERTIFICATION

I certify that all statements made in this supplemental application were written by me are true and complete, and I understand that any misstatement of material fact(s) will subject me to disqualification.

Applicant Signature: _____ **Date:** _____

Grand Jury Assistant

Recruitment # 2010-04

1. Please provide a brief description of your education and work experience that is relevant to the position for which you are applying. **(Be specific in describing your duties and the length of time you carried out these functions. Limit your response to this question to one page.)**

Grand Jury Assistant
Recruitment # 2010-04

2. Please list all computer hardware and software with which you are familiar. Using a rating scale of “beginning, intermediate, or advanced”, describe your level of skill in operating computers and related software (i.e. Microsoft Word, Excel, WordPerfect, etc.) **(Limit your response to this question to one page.)**