



**POSITION TITLE:** **CLERICAL / ADMINISTRATIVE SUPPORT**  
(Official classification title is Court Services Assistant I)

**SALARY:** \$3,087.73 - \$3,929.27 Monthly  
\$37,052.76 - \$47,151.24 Annually

**WORK LOCATION:** Various positions available throughout LA County

**OPENING DATE:** 08/20/2021

**CLOSING DATE:** **09/03/2021**

**EXAM NUMBER:** R9554I

**TYPE OF RECRUITMENT:** Open Competitive Job Opportunity

**This position may close at any time based on needs of the Court.  
Applicants are encouraged to apply promptly.**

#### **ABOUT THE COURT**

Los Angeles Superior Court is the largest unified trial court in the United States. Its 580 judges and commissioners work in one of the 40 facilities within the Court's 12 judicial districts and are supported by more than 4,500 full-time Court employees. The Court has an annual budget of more than \$855 million. Located in Southern California, Los Angeles County is geographically one of the nation's largest counties, covering 4,084 square miles and, with over 10,400,000 residents, is also one of its most populous counties.

#### **FOCUS ON EMPLOYEE SAFETY AND WELLBEING**

Court employees are considered disaster service workers under California Government Code section 3100 and are needed to deliver the statutorily mandated, time-sensitive and emergency services in times of local, state, and national emergencies. The Court takes its responsibilities for ensuring a safe workplace and providing essential public services to those who are required to come into a courthouse seriously; including its legal and ethical obligations to protect the workforce, justice partners, and the public from COVID-19. The Court has implemented various policies and protocols to protect the health and safety of its employees while delivering statutorily mandated essential services. This includes implementing technology to facilitate remote appearances for court users and expanding telework opportunities for employees.

**ABOUT THE POSITION**

Court Services Assistant I perform a wide variety of basic office clerical support and court operations tasks while learning court procedures and various court operations functions and activities. Representative duties include public counter and telephone, mail, copying, pickup and delivery, data entry of basic case data, office records and files, locating and copying paper or imaged records requested by customers.

For detailed job description, click [HERE](#). Please note the requirements in the job description may vary from the requirements in the bulletin. Applicants must meet requirements stated in this bulletin.

**TELEWORK OPPORTUNITIES**

This position may be eligible for partial telework following an initial training period contingent upon the Court's operation unit.

**MINIMUM REQUIREMENTS:**

**To qualify, you must meet the following at the time of filing:**

Graduation from high school or G.E.D. equivalent **-AND-** One (1) year of full-time responsible experience performing administrative and clerical duties **-AND-** United States citizenship.

**SPECIAL CONDITIONS OF EMPLOYMENT:**

**All applicants must be able to show proof of full vaccination against COVID-19 prior to beginning employment with the Court.**

You are considered fully vaccinated against COVID-19 2 weeks after you:

- Received a Johnson & Johnson (J&J)/Janssen COVID-19 vaccine, or
- Received a second dose of a Pfizer or Moderna COVID-19 vaccine, or
- Finished the series of a COVID-19 vaccine that has been listed for emergency use by the World Health Organization [WHO]

*Individuals with a medical condition that prevents them from getting a vaccine, as verified by their medical provider, or those with a confirmed sincerely held religious belief that prohibits them from receiving a vaccine, may request to be excused from this vaccination requirement as a reasonable accommodation to their medical condition or religion. The Court will review requests for accommodation on a case-by-case basis consistent with its existing procedures for reasonable accommodation requests.*

**Licenses; Certificates; Special Requirements:**

A valid California Class C driver's license.

Frequent travel to multiple locations within Los Angeles County to carry out assigned duties and responsibilities using personal or Court-provided vehicle.

**EXAMINATION INFORMATION:**

**Part I:** Qualifying evaluation of education, training and experience based upon submitted application materials and supplemental questionnaire.

**Part II:** Online examination, weighted 100% covering goal orientation, learning potential, service professionalism, conscientiousness, measures knowledge of spelling, ability to enter information into data fields, ability to efficiently compare information and detect errors and the ability to quickly and accurately perform basic monetary computations to complete customer transactions.

**APPLICATION and FILING INFORMATION:**

Applications may only be filed online. To learn how to apply online, please access the [Online Employment Application Guide](#). Los Angeles Superior Court reserves the right to verify all submitted documentation prior to appointment. The Court will only consider completed applications submitted, along with the required documents, and will reject incomplete applications. **A resume will not substitute for a fully completed employment application.** To facilitate the full and proper consideration of your work experience, clearly specify what professional experience meets the required job qualifications. When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience for each position.

Please provide a current and accurate e-mail address for the Court to communicate with you about this job opportunity. Human Resources staff will notify all applicants of their application status via e-mail. We recommend that you add [info@governmentjobs.com](mailto:info@governmentjobs.com) to your SAFE SENDERS list to avoid the notification being filtered as spam mail.

Los Angeles Superior Court is an equal opportunity employer. Applicants with disabilities who require reasonable accommodations to participate in the recruitment process can contact the email address provided below. For additional employment information, please click [here](#).

Questions regarding this posting may be emailed to [ldelaros@lacourt.org](mailto:ldelaros@lacourt.org).

**WHAT TO EXPECT NEXT:**

We will notify you of the outcome after each step of the recruitment process has been completed. Applicants who successfully pass each (and all) examination part(s) will be placed on an eligible list which will remain active for approximately one year. Other vacancies may be filled using this list.

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Applications may be submitted online at [www.lacourt.org](http://www.lacourt.org)

OR via the HR computer kiosk at  
Los Angeles Superior Court  
Human Resources Administration  
111 N. Hill Street, Room 203  
Los Angeles, CA 90012

**EXAMPLES OF ESSENTIAL DUTIES, RESPONSIBILITIES, AND SKILLS:**

**QUALIFICATIONS:****EXAMINATION INFORMATION:****Clerical / Administrative Support Supplemental Questionnaire**

- \* 1. INSTRUCTIONS: The information you provide on this online supplemental questionnaire will be evaluated to determine your eligibility to participate in Part II of the examination process. **All questions must be answered.** You are encouraged to respond as specifically and as completely as possible. Attaching or referencing a resume will not be considered responsive. Incomplete responses, false statements, omission of a material fact and partial information can result in disqualification.
- Please check the box to indicate you have read and understood the instructions.
- \* 2. Are you a citizen of the United States of America?
- Yes  No
- \* 3. Do you possess the following qualifying experience? Graduation from high school or G.E.D. Equivalent -AND- One year full-time responsible experience in performing administrative and clerical duties -AND- United States Citizenship.
- Yes  No
- \* 4. Describe your experience in performing administrative and clerical duties. Do not write "**See Attached Resume**" If not applicable, indicate NA. **Use the following format:**
- Name of the employer(s)
  - Titles(s) held
  - Dates of employment
  - Number of hours worked per week
  - Duties and responsibilities performed.
- \* 5. Describe a work or school project you enjoyed working on. What was it about the project that made it enjoyable?
- \* Required Question