



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF MERCED**

**JOB ANNOUNCEMENT
#18-13**

**Paralegal - Confidential
Open Recruitment**

**Filing Deadline: November 21, 2018
4:30 p.m. Actual Receipt**

**Biweekly Range: \$1,754.40 - \$2,134.40
Annual Range: \$45,614.40 - \$55,494.40**

DEFINITION:

Under general supervision, performs paraprofessional legal support work including research, interviewing clients, preparing standard documents, assisting in case preparation and other technical assistance on matters before the court.

DISTINGUISHING CHARACTERISTICS:

This is an entry and journey level paraprofessional classification that provides a varied range of technical legal assistance engaged in administrative, civil, family or criminal law. This position works closely with the Self Help Center attorney, judicial officers, private attorneys, county agencies, court staff and self-represented litigants and is fully competent to perform a wide range of complex support work for the Court. Although this is not a supervisory classification, an incumbent may direct the work or training of others in legal/Court procedures and techniques.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related or a logical assignment for this classification. Other duties may be required and assigned.

1. Develops legal tools and processes and obtains support for enactment of the same in order to promote efficient case management.
2. Explains legal procedure and process to self-represented litigants one-on-one and in group/workshop situations, on a variety of topics appropriate to the Self-Help Center.
3. Reviews court files to determine the status of cases; identifies correct court forms for use by self-represented litigants in preparation for hearings.
4. Assists supervising attorney in reviewing changes in legislation and case law; examines, reviews and analyzes local rules and forms for compliance with procedural of statutes, codes, rules and policies; conducts basic legal research, including locating statutes and relevant case citations; prepares reports, memoranda and performs special studies.
5. Assists supervising attorney with communication and collaboration of court services and other local resources; compiling and maintaining division statistical information; evaluating and analyzing division procedures and protocols; preparing and maintaining division procedural processes and manual; developing and conducting community outreach and educational programs.

6. Under direction, may mentor, train and/or act as lead in the absence of the supervising attorney; works directly with court administrators.
7. Reviews, researches and assists with information that must remain confidential regarding sensitive matters including employee relations and bargaining information and complaints against the Court from the public, as directed by Administration.
8. Collects and records fees, makes appropriate case entries; issues receipts and balances cash drawers. Performs basic financial and statistical record keeping.
9. Provides assistance to other employees and divisions as needed.
10. May serve as legal adviser to the court judicial officers, staff, or judicial committees on specific difficult and complex matters before the court.
11. Other duties as assigned.

WORK HOURS:

As directed, per Division needs, including overtime.

SUPERVISORY DUTIES:

None

MINIMUM QUALIFICATIONS

Necessary Employment Standards

Knowledge Of:

- Legal research techniques and standard legal reference materials.
- Principles, practices, methods, and materials of legal research and analysis
- Legal office terminology, processes, procedures, and the format for legal documents.
- Techniques of interviewing, often when relations may be strained.
- Record keeping, report preparation and filing methods.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Business arithmetic, including percentages and decimals.
- Office administrative practices and procedures, including filing, business letter writing and the operation of common office equipment.
- Familiarity with California statutes, codes, court processes and rules of court, and principles of civil, criminal, constitutional, and administrative law.

Skills and Ability To:

- Perform basic legal research from varied sources.
- Interview individuals of various socioeconomic backgrounds in difficult situations.
- Prepare a variety of legal documents.
- Use initiative and sound independent judgement within established guidelines.
- Organize and maintain accurate records and files.
- Organize work, setting priorities, meeting critical deadlines, and follow up on assignments.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently as well as closely with others.

EDUCATION AND EXPERIENCE REQUIRED

Education:

A certificate of completion of an accredited paralegal training program

Experience:

- Three (3) years of legal clerical experience researching and drafting a variety of legal documents, preferably supplemented by course work in legal office practices and business law
- Directly related experience in a court setting may be substituted on a year for year basis as deemed appropriate by the Court Executive Officer
- Preferably, one year of journey level paralegal experience

License, Certification and/or Special Requirements:

- A valid Class C California driver's license may be required. The requirement will be reviewed on a position basis in accordance with ADA regulations.

ESSENTIAL PHYSICAL AND MENTAL DEMANDS

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data, and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness, and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

Physical Ability:

- Strength, dexterity, coordination, and vision to use a keyboard, computer monitor, and other office equipment on a daily basis and for extended periods of time
- Fine finger manipulations, dexterity, and coordination to handle files and single pieces of paper
- Forceful and repetitive gripping, grasping, and pinching
- Occasional lifting and carrying of objects weighing up to 20 lbs.
- Frequent reaching for items on shelves, above, at, and below desk/shoulder level
- Exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or negligible amount of force constantly to move, torque, twist, push, and pull objects

- Frequently sit for extended periods; frequently stand for extended periods; and frequently walk, move, bend, stoop, lift, and stretch
- Able to move to different locations such as, but not limited to: courtrooms, clerk's office, various departments, other court facilities, and desk assignments based on the operational needs of the Court
- Able to traverse inside and outside over uneven ground and pavement
- Perform repetitive writing, typing, copying
- Employees are regularly required to verbally communicate both in person and by telephone
- Corrected hearing and vision to normal range

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

APPLICATION AND SELECTION PROCESS

Applications may be obtained from and submitted to:

Merced Superior Court
Administration Office
627 W. 21st Street
Merced, CA 95340
(209) 725-4103

Or visit our website at www.mercedcourt.org

All applications for employment must be made on an official application form and must be filed with Human Resources on or prior to the closing date and time for receipt of applications. Postmarked and faxed applications will not be accepted. A resume may be included with the application as supplemental information, but will not be accepted in lieu of an official application. All information on the application must be completed – “see resume or see attached” is not acceptable. Applications must be legible, signed and complete (including copies of licenses, certificates, transcripts, Supplemental Questionnaire, etc. if required). All information is subject to investigation and verification.

The selection process is subject to change. Applications will be accepted on a continuous basis until a sufficient number are received at which time the recruitment will be closed or the filing deadline has occurred. In order to insure proper evaluation of employment qualifications, it is suggested that applicants read the directions carefully and fill out the application COMPLETELY. Those applicants meeting the minimum qualifications and possessing the most relevant experience as shown on the application may be invited for an interview. The screening of applications will be done by Human Resources who will determine the most qualified to be referred for interviews.

If you require accommodations in the application or interview process, contact Human Resources at the number listed above before the deadline posted on the job announcement.

Merced Superior Court is an Equal Opportunity Employer.

11/06/18



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GENERAL INFORMATION

Conditions of Employment

Successful completion of fingerprinting and a criminal record background check is required prior to appointment and is a condition of employment.

All employees of the court who operate a vehicle on court business must certify they possess a valid California Driver's License and required levels of automobile insurance. A Department of Motor Vehicles search will be done and employee must have an acceptable driving record in order to operate a vehicle on court business.

Convictions

Felony and misdemeanor convictions MAY BE disqualifying for employment with the court.

Drug Free Workplace Policy

The use of illicit drugs and alcohol is not permitted in the workplace. Employees who violate this policy are subject to disciplinary procedures which include termination.

Employment Eligibility

In accordance with the Immigration Reform and Control Act of 1986, all persons hired after November 6, 1986, are required to present to the Court, at the time of appointment, original documents which show satisfactory proof of: 1) identity and 2) U.S. Citizenship or a legal right to work permanently in the United States.

Introductory Period

Individuals accepting regular appointments must successfully complete an introductory period.

Benefits Include (for Regular Status employees only, prorated for variable shift part time employees):

Vacation:

10 days paid vacation each year for the first 5 years of employment
15 days accrual during the second 5 years
20 days accrual after 10 years
25 days accrual after 20 years

Sick Leave:

Unlimited sick leave accumulation

Holidays:

14 paid holidays

(Accrual is based on work hours. 5 years = 10,400 regular scheduled work hours; 10 years = 20,800 regular scheduled work hours; 20 years = 41,600; 25 years = 52,000 regular scheduled work hours.)

Employee Assistance Program:

6 free visits per incident per year. Available to qualifying dependents.

Health Insurance:

Major group medical, dental and vision currently paid for by the Court for the employee and medical, dental and vision care for eligible dependents with 50% of the premium paid by the Court.

Life Insurance:

Represented employees - \$10,000 with premium paid by Court.

Management employees - \$5,000 with premium paid by Court PLUS additional life insurance provided by Court (\$30,000 to \$80,000 depending on position).

Retirement:

Court employees are covered by the Merced County Employees' Retirement Association (MCERA), a Defined Benefit Retirement System governed by the County Employees' Retirement Act of 1937.

Recruitment Reviews

Applicants who are not court employees and contend that the Court has misapplied, misinterpreted, or violated the recruitment policies may file a written notice with Human Resources for reconsideration of his or her qualifications within ten (10) days of the date the non-qualification notice was mailed, and a reply will be mailed to the applicant. Human Resources' decision shall be final.

If an employee contends that the Court has misapplied, misinterpreted, or violated the recruitment policies, notification must be filed with the Court Executive Officer, whose decision will be final. Any such request must be filed within ten (10) days of the date on which notification of non-qualification was received by the employee. If notice is provided by mail, the notice shall be deemed to have been received five days after the date of mailing. In accordance with the Memorandum of Understanding, recruitment and selection issues are excluded from the grievance procedure.

The above information is a general summary of benefits for this position. This information is not legally binding, nor does it serve as a contract.