



# *Superior Court of California*

*County of San Joaquin*

222 E. Weber Avenue, Stockton, CA 95202; (209) 468-9342

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## **EMPLOYMENT OPPORTUNITY**

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### **OFFICE ASSISTANT I Dependency Court (Contract Position)**

**SALARY:** \$2158 Monthly (\$12.45 Hourly)  
**FINAL FILING DATE:** Monday, March 15, 2010, 5:00 p.m.  
**TERM LIMITED:** One year, six months

**THE POSITION:** This term limited contract position provides general clerical office support for the Juvenile Dependency Court regarding children in long term foster care and for families with children who are exiting the juvenile dependency system.

**SOME OF THE TYPICAL DUTIES INCLUDE:** Greets visitors entering the office; answers telephone; screens calls, schedules and coordinates, for example, the AOC quarterly meetings and data extractions, dependency cases for the case manager prior to hearing(s), provides follow up information for program participants takes and transmits messages, and furnishes routine information. Sort, organize, and files correspondence of age appropriate material for the project participants, including; contact information, forms, records, reports, documents, and other material using predetermined classifications of the Model Court Evaluation project; retrieves material from files. Receives, opens, sorts, time stamps, routes, and weighs mail; addresses, stuffs and seals envelopes; affixes and records packages, responds to emails and aides in ensuring that deadlines are met, for instance, the teen services summary checklist, hearing results, quarterly reports to AOC, case file review, and may provide assistance for case manager to inform judges on dual status cases. Picks up and delivers memos, messages, packages and supplies; sends, receives and delivers messages including, exiting material, and faxes; photocopies correspondence, reports, and other items; collates and assembles reports and other materials. Performs basic calculations and computations, routine tallying and checking, such as transcription of barriers in the IEP process with the Court Case Manager, reports on IEP's and makes notations on records, forms and files. Assists Court Case Manager in preparing project material including identifying case types with possible exits to reunification, teen foster youth cases, and distribution of exiting material, scheduling post-exit 6 month cohorts. May prepare documents using MS office; may proofread material; may use a computer to enter and retrieve information; may operate standard office equipment. Create correspondence in reply to diverse internal/external inquiries.

## **MINIMUM QUALIFICATION**

*Note: Employment with San Joaquin Superior Court is contingent upon passing a background check.*

**Experience:** One year of general office clerical, secretarial and/or office technical work.

**Knowledge of:** Basic punctuation, spelling and grammar; basic arithmetic; alphabet. Proficiency in Microsoft Word Office, and Internet Applications. Excellent Calendar Management Skills

**Ability to:** Be accurate; see numbers and letters accurately in sequence; work under pressure; be flexible in response to changing priorities and needs of the project participants, make good, timely decisions in relatively complex situations, demonstrate ability and willingness to continuously acquire new competencies and accept new challenges, shows respect for individuals in all situations, build effective working relationships inside and outside the work group, learn office procedures and operation of office equipment; keep material confidential; follow oral and written directions; work well with others; accept responsibility beyond immediate scope; sort things systematically; read and understand job-related material. (Position may require sitting, standing, fingering and manual dexterity, bending, or stooping.)

## **APPLICATIONS:**

Court applications must be received at San Joaquin County Superior Court, Human Resources Department, 1<sup>st</sup> Floor, Room 141

222 E. Weber Avenue, Stockton, CA 95202

Applications can be completed and downloaded from our website at

[www.stocktoncourt.org](http://www.stocktoncourt.org) or contact the Human Resources Department at (209) 468-9342

**APPLICATION PROCESS:** Human Resources will review all applications. Applicants who meet the minimum requirements will be referred to the department for employment consideration. The Court reserves the right to limit the number of candidates invited to participate in the interview process to include only the best qualified candidates should a large number of candidates apply.