



**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF MENDOCINO**

**Is recruiting to fill the following positions:  
Court Attendant**

**This announcement may be used to fill extra help or regular part-time positions  
(25 hours a week)**

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**Starting Salary:           \$20.00 per hour**  
**Position Locations:       Ukiah CA**  
**Closing Date:             Open until filled**

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**Description of Court Attendant Function:**

Under supervision, the Court Attendant provides courtroom support by monitoring the courtroom to ensure that the order and silence are maintained in and near the courtroom; ensuring the security of the courtroom and the integrity of the jury; and providing assistance to judicial officers, court staff, attorneys, jurors, litigants and members of the public. This is a non-sworn, highly confidential position. Specific duties include:

- Formally opening and closing assigned courtrooms. Provide water for courtrooms.
- Search courtroom and surrounding area before court session to ensure security and placement of courtroom equipment.
- Monitor the courtroom to ensure that order and silence are maintained; report security violations or suspicious items; and prevent persons from entering or leaving courtroom as required.

- Administer immediate first aid and CPR when needed and contact appropriate agency in the event of a medical emergency.
- Implement evacuation plans in the event of an emergency.
- Direct members of the media and the public to appropriate areas and respond to questions from the public in a courteous and service-oriented manner.
- Respond to requests from disabled persons regarding access to court services and sessions through reasonable accommodation.
- Facilitate smooth and efficient operation of the courtroom by assisting court staff in distributing forms and documents to attorneys and litigants.

## **Minimum Qualification Requirements**

### **Education and Experience**

- Graduation from high school or equivalent. Two years of customer service/customer support experience in a legal, law enforcement or courtroom setting which included direct person-to-person contact, or security services experience in a courtroom, corrections, public safety, probation and/or private security that includes direct contact with customers or the public. Successful completion of 30 semester units of course work in the field of Administration of Justice from an accredited college or university may be substituted for one year of the required experience.
- **License:** Valid California Driver's license or ability to get to other court locations as assigned.
- **Special Requirements:** Court Attendants are required to successfully complete a court approved CPR certification and first-aid training course during their first six months of employment and are required to maintain such certification. Court Attendants wear distinctive clothing as stipulated by the Court; and all Court employees must pass a security clearance investigation, a drug screen, criminal history background and fingerprinting.

### **Physical Requirements and Working Conditions:**

Incumbents must be able to: see and distinguish objects across a courtroom; hear and understand conversations when background noise is present; bend, stretch, twist or reach quickly to respond to medical or other emergency situations.

While performing the essential functions of this job, the incumbent may be regularly required to sit or stand and use hands to grasp objects.

Physical ability to lift light to moderately heavy articles, sometimes weighing up to 30 pounds and carry objects weighing up to 30 pounds, pushing and/or pulling objects weighing up to 30 pounds. Lifting positions may be from the floor to the waist, and/or from the waist to an overhead position.

## **Physical Requirements and Working Conditions (Cont'd):**

Work is performed in a courthouse or courtroom environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

**Benefits:** The Court benefit package for regular part-time (25 hour) positions includes:

- Court contribution to health, vision and dental insurance plans (prorated for part-time)
- \$30,000 Court paid life insurance;
- Generous vacation, sick leave and personal time off benefits
- 13 paid holidays per year;
- Deferred compensation plans are available

## **HOW TO APPLY:**

Interested persons should submit the following:

- A completed and signed Court application;
- A resume is helpful but not required.

The Court application may be obtained by visiting the Court or is available from the Court website, [www.mendocino.courts.ca.gov](http://www.mendocino.courts.ca.gov). You will be able to type information into the on-line application. Mail or deliver application materials to:

**Superior Court of California, County of Mendocino  
Human Resources Department  
100 North State Street, Suite 303  
Ukiah CA 95482**

## **SELECTION PROCESS:**

This announcement will remain open until the position is filled. This is a competitive recruitment. All application materials will be reviewed. The candidates with backgrounds and experience that best fit the needs of the Court will be submitted to the interview panel for consideration. Applicants may be required to participate in one or more interviews during the decision making process.

Please note that Court employment is contingent upon successful completion of a background check, a drug screen test and the provision of appropriate identifying documents to certify eligibility to work in the United States. In addition, please be advised that finalists must be fingerprinted for criminal record check purposes and that employment is contingent upon information received in the report.

The Court provides reasonable accommodations for applicants with disabilities. If you are disabled as defined by the federal Americans with Disabilities Act or the California Fair Employment and Housing Act and will be requesting an accommodation, please contact Court Human Resources at 707-468-2037.

**The Superior Court of California County of Mendocino is an Equal Opportunity Employer.**

**Thank you for your interest.**