



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF MENDOCINO**

Is recruiting to fill the following positions:

Court Attendant

30 hours per week

(Monday thru Friday 8:00 to 12:00 and 1:00 to 3:00)

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|---------------------------|--|
| Starting Salary: | \$24.93 per hour/\$38,890.80 annual |
| Position Location: | Ukiah Courthouse |
| Closing Date: | February 16, 2024 |

Description:

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 opens and closes assigned courtrooms.
- Searches courtrooms and surrounding areas before court sessions to ensure courtroom security and proper placement of courtroom equipment.
- Observes people and activities during court sessions and reports security violations or suspicious items to deputy or other appropriate personnel.
- Ensures jurors, spectators, witnesses, and others conform to standards of courtroom demeanor by informing them of the standards.

- Administers immediate first aid when needed and contacts the appropriate personnel or agency in the event of a medical emergency.
- Implements the evacuation plans in the event of an emergency and reports actions to a deputy sheriff.
- Directs members of the media and the public to appropriate areas or personnel and responds to questions from the public in a courteous and service-oriented manner.
- Serves as liaison between attorneys, jurors, witnesses, litigants and the judicial officer and his or her court staff.
- Responds to requests from disabled persons regarding access to court services through reasonable accommodation, advises the court of any special accommodations required.
- Provides water for courtrooms before morning and afternoon court sessions.
- Facilitates the smooth and efficient operation of the courtroom by assisting court staff in distributing forms and documents, as needed, to attorneys and litigants.
- Assists the public in wayfinding and with basic court information.

Minimum Qualifications:

- **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.
- **License:** Valid California driver's license.
- **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 must pass a security clearance investigation, a drug screen, criminal history background and fingerprinting.

Physical Requirements and Working Conditions:

While performing the essential functions of this job, the incumbent may be regularly required to sit or stand.

Physical ability to lift and carry light to moderately heavy articles, sometimes weighing up to 30 pounds.

Benefits:

The Court benefit package 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
- Employee-funded deferred compensation plans

How to Apply:

Interested persons should submit a completed and signed Court application. The application may be obtained by visiting the Court or is available from the Court website, www.mendocino.courts.ca.gov. You will be able to type information into the on-line application. Mail or deliver application 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. Applicants who apply by February 16, 2024 will receive first consideration. 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 Administration at 707-463-4664.

Mendocino Superior Court is an Equal Opportunity Employer.

Thank you for your interest.