

SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES
Employment Information

Web Address: www.lasuperiorcourt.org

Job Line:(213) 974-5444

Hearing impaired applicants with Telephone-Teletype equipment may leave typewritten messages by contacting us directly at (213) 613-4797.

APPLICATION: Applicants are required to complete the Superior Court of California Employment Application and, when required, a Supplemental Questionnaire, which must be submitted online no later than the final filing date and time. **E-MAILS, FACSIMILE COPIES OF APPLICATIONS AND POSTMARKS WILL NOT BE ACCEPTED.** Applications must be completed in sufficient detail and clarity to permit comprehensive review and evaluation. All selection requirements must be met at the time of filing.

ELIGIBILITY LIST: Persons who successfully pass the required examination(s) will have their names entered on an eligible list in descending score order. The highest ranking candidates will be given first consideration for hiring. Placement on the eligible list does not guarantee an offer of employment only that your candidacy will be considered as long as the list is valid. Eligible lists are normally valid for a year but may be extended or deactivated sooner to best meet the needs of the Court.

REASONABLE ACCOMMODATION: The Superior Court of California does not discriminate against the disabled. Please advise the Human Resources Office if you will require special accommodation to participate in the examination.

EMPLOYMENT ELIGIBILITY INFORMATION: 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. (C6117ED)

SALARIES: Appointments are generally made at first step of the salary range with advancement within the range upon satisfactory completion of the probationary period. Subsequent increases up to the top step of the salary range will occur annually upon receipt of satisfactory performance ratings or as otherwise dictated by established pay provisions. All salaries are subject to payroll deductions.

BENEFITS: Regular employees are eligible to receive a variety of benefits including health insurance, holiday and vacation leave, deferred compensation, mileage reimbursement, bilingual pay, evening and night shift salary differential and more. Additional insurance and benefits are available for management positions.

RETIREMENT: A retirement plan is provided to full-time employees. Court employees do not participate in Social Security. Employee contributions to the retirement system may be withdrawn upon separation from employment.

OATH OF ALLEGIANCE: All employees are required to take an oath of allegiance.

MEDICAL REQUIREMENTS: All applicants selected for employment must pass a pre-employment medical examination conducted by County examining physicians.

FINGERPRINTING AND SECURITY CLEARANCE: Employees are fingerprinted and must pass a criminal background check. Information obtained will be evaluated for compatibility with Court employment.

Any false statement or omission of material fact may cause forfeiture to employment rights. Information presented on employment applications, resumes, and during the examination process is subject to verification.

EMPLOYMENT PROTECTION: As of January 1, 2001, the Trial Court Employment Protection and Governance Act provides employment protection for almost all Court employees. Employees who have civil service hearing rights with the County of Los Angeles and who promote or transfer into a non-civil service position with the Court will lose their civil service hearing rights.

CHILD SUPPORT COMPLIANCE PROGRAM: In effort to improve compliance with court-ordered child, family, and spousal support obligations, certain employment and identification information (i.e., name, address, social security number and date of hire) is regularly reported to the State Directory of New Hires, which may assist in locating persons who owe these obligations. Family Code Section 17512 also permits the CSSD to request additional employment and identification information under specified circumstances. Applicants will not be disqualified from employment based on this information.

ZERO TOLERANCE OF WORKPLACE THREATS OR VIOLENCE: Superior Court Judicial Officers and Managers are committed to providing a safe work environment and prohibiting any workplace threats, intimidation or harassment against, or by, any Court employees. Any reported threats will initiate necessary security measures and an investigation. The Superior Court also complies with the provisions of the Los Angeles County Employee Domestic Violence Assistance Program.

EQUAL OPPORTUNITY EMPLOYER: All positions are open to qualified men and women. Pursuant to Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, disabled persons who believe they need reasonable accommodation or help in order to apply for or perform the necessary duties of a position may contact the Recruitment & Selection Unit at (213) 974-5224. Hearing impaired applicants may contact California Relay at 1-800-735-2922 to reach us at the above number or those with telephone-teletype equipment may leave type written messages by contacting us directly at (213) 613-4794.

If you do not have an email account or do not wish to apply online, you must either mail the application or deliver it in person to the following address:

Stanley Mosk Courthouse
Human Resources Administration
111 North Hill Street, Room 203
Los Angeles, CA 90012

Please note paper applications must be received in the Human Resources office no later than 5:00 p.m. on the final filing date. **E-MAILS, FACSIMILE COPIES OF APPLICATIONS AND POSTMARKS WILL NOT BE ACCEPTED.** Applications must be completed in sufficient detail and clarity to permit comprehensive review and evaluation. All selection requirements must be met at the time of filing.

The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice. The Court also reserves the right to change the selection process to be used and weights assigned to various parts of the examination at any time during the process of this recruitment. Candidates should not assume that their inclusion in the examination process or listing on the certification list guarantees appointment to Court vacancies.