



# Legal Office Assistant I/II

**Hiring Range:**  
**Level I-\$2,420-\$2,662/month**  
**Level II-\$2,722-\$2,995/month**

Official County Applications Available at: [www.co.yuba.ca.us](http://www.co.yuba.ca.us)

[View complete Class Specifications on the Human Resources & Organizational Services homepage](#)

**Final Filing Deadline:**

**Friday, April 21, 2017 5:00 PM**

The County of Yuba is currently recruiting for the position of **Legal Office Assistant I/II** in the Health & Human Services Department. This position will provide a variety of routine to difficult legal office support to various County offices, which is often confidential and may include receptionist duties, document processing, typing, word processing, computer entry, record-keeping, filing and perform related duties as assigned. Initially under close supervision, incumbents learn legal office and County procedures. As experience is gained there is a greater independence of action within established guidelines. This class is flexibly staffed and incumbents may advance to the II-Level after gaining experience and demonstrating proficiency which meet the qualifications of the higher level class. At the II-Level, incumbents are fully competent to independently perform a variety of responsible legal office support duties.

Examples of knowledge skills and abilities required for successful performance: Knowledge in the use of specific computer applications involving word processing, data entry and/or standard report generation; standard office practices and procedures, filing and the operation of standard office equipment; business letter writing and the standard format for typed materials, forms and reports. Skill in preparing clear, accurate and concise written reports and correspondence; performing detailed office support work; maintaining accurate office files and making accurate arithmetic calculations. Ability to read, understand and apply state statutes, local court rules and departmental policies pertaining to legal documents and processes; communicate effectively verbally and in writing; follow and issue verbal and written instructions; appropriately and discretely deal with sensitive subject matter. *This is a representative summary of the major duties and abilities. Please refer to the class specification for full description of knowledge, skills and abilities, as well as examples of duties and other qualifications required for this position.*

## EMPLOYMENT REQUIREMENTS

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

### TYPING CERTIFICATE REQUIRED WITH APPLICATION (see requirements next page):

Minimum Net of 40 wpm. Must indicate results from a five (5) minute test.

**Legal Office Assistant I Minimum:** Graduation from high school and two (2) years of general clerical or office assistant experience.

**Preferred:** In addition to minimum, completion of at least one year of college (30 semester units) with coursework involving legal terminology, secretarial or office support training and two (2) years of general clerical or office assistant experience in a legal setting.

**Legal Office Assistant II Minimum:** Graduation from high school and one year of experience equivalent to the County's class of Legal Office Assistant I. **Preferred:** In addition to the minimum, an Associates of Art degree in a related field (including but not limited to business and legal office) and two (2) years of experience at a level equivalent to the County's class of Legal Office Assistant I. Certain positions may prefer increased typing accuracy and speed.

**Licenses and Certification:** The ability to obtain a valid California Class C driver's license within ten (10) days of employment. **Typing Certificate:** Min: Net 40 wpm. Typing certificate must indicate result from a five (5) minute test of at least the minimum net wpm required.

**Special Requirements:** Must successfully complete an extensive and thorough background investigation which includes Live Scan fingerprinting prior to hire.

**Working Conditions:** Generally a typical office environment. Specified positions may require exposure to potentially difficult or dangerous individuals.

## BENEFITS AND COMPENSATION

**MERIT INCREASE:** Typically 5% each year for the first 7 years  
**RETIREMENT:** Misc. See Pension Reform Link on Human Resources Webpage for additional information. Yuba County does not participate in Social Security.  
**VACATION:** 12 days for first 5 yrs with incremental increases every 5 yrs thereafter, up to 20 yrs  
**HOLIDAYS:** An average of 13 paid holidays per year, including 2 floating holidays  
**SICK LEAVE:** Accrued every payroll period, up to 12 days per yr  
**HEALTH:** The County pays 90% of the Basic Plan premium for employee only and 70% for dependent(s).

**Dental/Vision:** County pays 100% of the Basic Plan Premiums for EE only and 80% for dependent(s).  
**Life:** County provides \$50,000 in life insurance Coverage.  
**DEFERRED COMP:** Voluntary Deferred Compensation plan(s) are available  
**EE ASST. PLAN:** County paid confidential family wellness plan  
**UNION AFFILIATION:** YCEA

Submit Completed Official County Applications to:  
Human Resources and Organizational Services, 915 Eighth Street, Suite 113, Marysville, CA 95901

## COUNTY OF YUBA

**Yuba County** is located in the Northern Sacramento Valley, approximately 40 miles north of the State Capitol, Sacramento, and two hours away from San Francisco and Lake Tahoe. The boundaries stretch from the farms and orchards of the valley to the timberlands of the Sierras. With an estimated population of 70,000, Yuba County offers its residents the many advantages of a rural lifestyle, away from the pressures of the urban areas. The County's rivers, lakes and outdoor recreation areas provide excellent hunting, fishing, boating, and skiing opportunities.

**Statement of Commitment**—We are dedicated to providing responsive, innovative and sustainable services that enhance the quality of life and uphold the public trust and interest.

### APPLICATION/SELECTION PROCEDURES

#### **TO APPLY FOR LEGAL OFFICE ASSISTANT I/II:**

Submit an official Yuba County employment application, **copies of valid license(s), certificate(s) and college transcripts, diploma or grade reports** to County of Yuba – Human Resources and Organizational Services, 915 Eighth Street, Suite 113, Marysville, CA 95901. Official County applications and materials are available online at [www.co.yuba.ca.us](http://www.co.yuba.ca.us) or at the Human Resources and Organizational Services Department. **Note: All diplomas or degrees must be from an accredited college or university. To obtain information regarding accreditation, refer to the US Department of Education Office of Post Secondary Education at: <http://ope.ed.gov/accreditation/search.aspx>**

#### **APPLICATION SCREENING:**

To begin the hiring process, an applicant must submit a completed County application prior to the final filing deadline. Applications must be completed legibly, all questions must be answered, and the required documentation must be provided. ***Please be sure to use the current application located on the County website. Old applications cannot be accepted. All applicants will be given written notice regarding the status of their application and selection procedures. The County prefers to communicate via email, if provided, to expedite communication. It is also recommended that applicants review their SPAM mail daily as to not miss any important communication from the County.*** Please refer to the [Employment Application Instructions](#), which accompanies the County application, for additional details. Failure to provide the required documentation may result in rejection of your application.

#### **Applicants must provide the following documents by the filing deadline:**

- **Yuba County Employment Application—complete & signed**
- **Diploma and Unofficial Transcripts**
- **Copies of Certifications**
- **Typing Certificate (40 WPM)**

#### **MINIMUM QUALIFICATIONS:**

All applicants must clearly demonstrate he/she meets the minimum qualifications by the final filing deadline, to be considered in the selection and testing phases of the process.

#### **EDUCATION AND EXPERIENCE:**

Education and experience as detailed on the employment application will be thoroughly reviewed. Please include all experience, education, and training pertinent to the knowledge, skills and abilities required for the position. This is an essential part of the process and will be used to determine further eligibility to participate in the next phase of the selection procedures.

#### **WRITTEN EXAM: (tentatively scheduled for 5/10/17)**

Applicants who have successfully met the minimum qualifications must successfully complete the Cooperative Personnel Services (CPS) Entry Legal Processing Clerk exam with a passing score to continue to the next phase of the recruitment process. Content areas for this exam include Clerical Skills, Written Communication, Public and Interpersonal Relations and Problem Solving, Analysis and Math Ability.

#### **TYPING CERTIFICATE:**

Must submit a valid typing certificate indicating a speed of at least **40 net Words Per Minute (WPM)**. The certificate must be a five minute test (internet and/or online tests are NOT acceptable). Must be no more than twelve months old from the final filing date of this recruitment. The certificate must include the following information: your first and last name, gross words per minute, number of errors, net words per minute, the name of the agency administering the test and the test administrator's signature. For additional details, refer to: <http://www.co.yuba.ca.us/Departments/Personnel/Personnel/Toolbox.aspx>.

**TESTING ACCOMMODATION:**

If special accommodations are required at any stage of the selection process, complete the Request for Reasonable Accommodation in the Examination Process Form and provide the required documentation by the final filing deadline. The form can be obtained by accessing the link on the Human Resources and Organizational Services homepage or by contacting Human Resources.

**VETERAN'S CREDIT:**

All applicants who have successfully completed the application/selection procedures and examination process may be eligible for veteran's credit. Applicants must have served on active duty for a period of not less than 90 days in the armed forces in time of war or national emergency, or in time of peace in a campaign or expedition for service in which a medal has been authorized by the government of the United States and who has been discharged or released under honorable conditions, and widows of such persons shall be allowed credit. Military Records Form DD214 must be submitted for further review and determination of appropriate credits.

**WAIVER OF SELECTION PROCEDURES:**

When selection procedures have been publicly announced and the number of applicants meeting the minimum qualifications for the position is five or less, the Human Resources Director may, at her/his discretion; a) Waive the competition entirely and submit the names of the applicants meeting the minimum qualifications to the appointing department, b) Revise the conditions of competition to a more practical basis under the circumstances.

**EMPLOYMENT ELIGIBILITY LIST:**

An employment eligibility list is established for those applicants who successfully pass all phases of the examination process. This list will be held for a maximum of 1 year from the date the list is certified. For each vacancy the top five (5) ranks on the list will be certified to the department for final selection, which will include a departmental interview.

**DEPARTMENTAL INTERVIEW:**

The Health & Human Services department will notify the applicant of the date and time of his/her interview. The applicant will be asked a series of questions about his/herself and his/her related experience, education and training that exhibit the knowledge, skills and abilities essential to the job. The applicant may also be asked questions about hypothetical situations to test his/her ability to make decisions and use sound judgment and common sense.

**CONDITION OF EMPLOYMENT**

All appointments to a position are contingent upon successful completion of the following items:

**BACKGROUND INVESTIGATION:**

Selected applicant(s) must undergo a background investigation. Certain positions are required to undergo fingerprinting for the purposes of criminal history information. Background investigations may include verification of education, professional licenses and/or certifications, credit history, driving history, previous work history, personal and professional references, and records of mandated drug and alcohol testing as required for safety sensitive transportation work by Department of Transportation.

**PRE-EMPLOYMENT MEDICAL REVIEW/EXAMINATION:**

Selected applicant(s) who successfully complete the background investigation are required to complete a pre-employment medical review/examination, which may include drug screening, to assess his/her overall medical suitability for the position.

**IMMIGRATION REFORM AND CONTROL ACT OF 1986:**

Selected applicant(s) are required to submit documents verifying the applicant's identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986.

**LICENSING AND CERTIFICATIONS:**

Some positions are mandated by law to possess and maintain specialized certificate(s), license(s) and/or registration(s) at the time of appointment. Certain positions are required to obtain such items within an established timeframe or be subject to dismissal.

**AGENCY SHOP:**

All new, regular employees, with the exception of supervisory position(s), shall be required to join the employee association or pay a 'Fair Share Fee' as a condition of employment.

**DISASTER SERVICE WORKERS:**

All Yuba County Employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

**THE COUNTY OF YUBA IS A MERIT BASED EQUAL OPPORTUNITY EMPLOYER ENCOURAGING WORKFORCE DIVERSITY**

*Note: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.*