



**Superior Court of the State of California  
County of Kings  
1640 Kings County Drive Hanford, CA 93230  
(559) 582-1010 Extension 6021**

**Job Announcement**

**CONFIDENTIAL ASSISTANT**

***Starting hourly rate: \$25.26***

**JOB OPPORTUNITY**

The Superior Court of California, County of Kings, is accepting applications for a full-time Confidential Assistant position located in Hanford, California. This is an At-Will, non-exempt position assigned to the Court's Finance & Human Resources Departments.

**ESSENTIAL DUTIES include, but are not necessarily limited to:**

- Assists departments with projects including those requiring statistical research, budget review, accounting, review of organizational policies, procedures, and staffing
- Assists in gathering, tabulating and analyzing data
- Drafts reports and survey instruments
- Answers correspondence and survey requests
- Posts transactions and reconciles ledgers and other accounting records to accounting systems
- Processes, verifies and reconciles bail, fine and fee receipts and collection reports
- Audits and verifies cashier receipts
- Answers financial inquires and correspondence from the public or court staff
- Assists in the implementation of the Human Resources program activities, such as administration of benefits, recruitments, and trainings
- Provides liaison and staff support to a variety of committees, commissions and working groups
- Types drafts and a wide variety of finished documents from notes, brief instructions or printed materials
- Inputs and/or retrieves data and prepares reports
- May compile and process confidential materials
- May prepare or maintain routine statistical, fiscal, payroll or personnel information
- Relieves professional staff of administrative matters by following up on projects, transmitting information and informing of pertinent activities

Essential duties may vary from position to position within classifications. Reasonable accommodation will be made when requested and determined by the Court to be appropriate under applicable law. This position may be assigned any other duties as determined and assigned by the Court Executive Officer or their designee.

## **MINIMUM QUALIFICATIONS**

**Education:** Equivalent to graduation from a two-year college or university with a degree in public, business administration or a related field. Two years of work experience may substitute for a degree.

**Experience:** Minimum three years of clerical experience, preferably in a public organization, proficient in Microsoft applications.

## **SPECIAL REQUIREMENTS**

Must possess a valid California Class 'C' driver's license. Ability to qualify for security clearance through fingerprinting, traffic and criminal background investigation, random drug testing. Ability to sit for extended periods; frequently stand and walk; normal manual dexterity; eye-hand coordination; lift and move objects weighing up to twenty (20) pounds; verbal communication; use of office equipment, including computer, telephone, calculator, copier and fax machine. Travel will be required outside of Kings County to attend meetings, conferences, and trainings.

## **EMPLOYEE BENEFITS**

The Superior Court provides a comprehensive package of employee benefits. Our programs include medical, dental and vision insurance, health and dependent care flexible spending accounts, term life insurance, long term disability and accident insurance and other employee benefits. The court makes considerable contributions to health and retirement benefits on behalf of the employees.

### **The court also provides paid time-off:**

- Paid Holidays- Full-time court employees receive 14 paid holidays
- Paid Sick Leave- Full-time court employees accrue 10 – 16 days (based on years of service)
- Paid Vacation Leave- Full-time court employees accrue 10 – 25 days (based on years of service)

**Health Insurance:** The court offers three levels of medical coverage for employees to elect. The court pays 100% of the employee medical, dental and vision premiums and contributes a substantial amount towards dependent(s) coverage. Employees who waive court-sponsored medical insurance and who provide proof of other group medical insurance are eligible to receive \$274 per pay period (24 periods per year) in-lieu of court-sponsored medical insurance.

**Life Insurance:** The court gives you the ability to help financially protect your family/beneficiaries with Life and Accidental Death & Dismemberment (AD&D) Insurance. You have the option to supplement the court-paid \$15,000 policy with life insurance for family members and additional coverage for yourself through Voluntary Life Insurance.

**Retirement:** The court pays a considerable bi-weekly contribution on behalf of the employee to California Public Employee Retirement System (CALPERS). All regular employees are required to enroll in CALPERS and contribute 7.25% bi-weekly for the defined benefit plan [2% at age 62].

**Deferred Compensation:** The court offers employees the ability to participate in 457 deferred-compensation plan.

**Employee Assistance Program (EAP):** The court provides employees with support for a wide variety of challenges through EAP. Benefits include up to three (3) sessions, every six (6) months of face-to-face confidential counseling.

## **CLOSING DATE**

**Friday, February 7, 2025, by 5 p.m.**

## **REQUIRED APPLICATION MATERIALS:**

- Letter of Interest
- Resume
- Court Application

A resume sent without the additional required application materials will not be reviewed. Application materials can be submitted in pdf. format to court email [personnel@kings.courts.ca.gov](mailto:personnel@kings.courts.ca.gov) or by mail:

Superior Court of the State of California, County of Kings  
Attn: Human Resources Division  
1640 Kings County Drive  
Hanford, CA 93230  
(559) 582-1010 Extension 6021

The Court Application is available on our website: [www.kings.courts.ca.gov](http://www.kings.courts.ca.gov). Click on the General Information tab and then click on Employment.

**EOE/AA Employer**

*[This is not an offer of employment by the County of Kings or State of California]*