



**Superior Court of California  
County of Tuolumne**

12855 Justice Center Dr.  
Sonora, CA 95370

**- JOB ANNOUNCEMENT -**

**Executive Assistant/Administrative Assistant  
(Non-Exempt, Full-time Position)**

**Date Posted: July 1, 2026**

**Final Filing Date: July 28, 2026, by 5:00 p.m.**  
(Postmarks not accepted)

**Hourly Compensation: \$27.5713-\$33.6588 + Benefits**  
(Initial placement based on related professional qualifications)

**For complete position information, application process,  
and required employment application, please visit:**

<http://www.tuolumne.courts.ca.gov/general-info/employment-opportunities-application.shtml>

**The Position:**

Under general supervision of the Presiding Judge and CEO performs a wide variety of detailed, technical and confidential clerical, administrative and judicial support duties and performs related duties as assigned.

### **Representative Duties:**

*(For illustrative purposes only – does not include all the duties that may be performed)*

- Provides support to Bench Officers as requested.
- Prepare letters, memorandum, and other documents.
- Answer phones.
- Open and distribute mail.
- Send and receive emails.
- Keep file records of correspondence and court documents, including digital and physical files.
- Schedule Protective Custody Warrant appointments.
- Monitor annual preparation and submission of financial reporting forms.
- Print and submit Bench Officer's submitted matters for review and signature.
- Prepare, circulate, and submit monthly Pay Affidavits.
- Collect bi-weekly time sheets of management staff.
- Make travel arrangements for Court Staff, including registering Bench Officers and CEOs for conferences and trainings.
- Arrange for Assigned Judges to cover courtrooms.
- Assist Assigned Judges through the course of their assignment at the Court.
- Prepare and submit pay claims.
- Keep and maintain the Bench Tracker; and update eCourt.
- Update Bench Officer's calendar board.
- Update the Judge's On-Call Schedule.
- Update the Courts Phone Roster and Organizational Chart.
- Update legal publications.
- Grand Jury Duties- Partner with CEO to plan Grand Jury training and functions, summon prospective Grand Jurors, set up interviews, and send letters to chosen jurors.
- Maintain supplies for Bench Officers and CEO.
- Maintain Court vehicles, including preparation for travel and maintenance.
- Track case progress for Bench Officer's review
- Assist Program Managers with support tasks for Court programs by shopping and preparing for Court program events.
- Assist the Operations Manager in creating and tracking statistics.
- Other duties as assigned.

### **Judgment and Responsibility:**

The incumbent receives general instructions with limited to moderate supervision. Incumbent works from objectives set by their supervisor and independently organizes and carries out most assignments in accordance with standard practices, instructions, or previous training. The Incumbent may independently handle some non-routine situations.

### **MINIMUM QUALIFICATIONS:**

#### **Education/Experience:**

High School Diploma

**Preferred Education:** Associate's degree in business administration or an equivalent major.

**Experience:** 6 years of office experience, 2 or more years working with Executives, Judicial Officers or Attorneys.

### **Demonstrated Knowledge of:**

- Office and administrative practices and procedures
- Modern office methods, practices and procedures and equipment, including computers, phone systems, copies, scanners, and facsimile machines.
- Records management practices and procedures.

### **Demonstrated Ability to:**

- Utilize Microsoft Office Suite, learn new software programs, and manage electronic devices.
- Provide excellent internal and external customer service.
- Effectively communicate with a diverse group of employees and Court customers.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use initiative and judgment within established procedural guidelines.
- Organize and prioritize own work to meet deadlines.
- Work closely with the CEO and Judicial Officers
- Maintain professionalism in all dealings with internal and external customers.
- Maintain confidentiality in the course of work.
- Be able to provide transportation if needed in the course of work.
- Pass a pre-employment fingerprint and professional background check.

### **Physical Requirements:**

The physical demands described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. In compliance with state and federal law, the court will engage in the interactive process to provide a reasonable accommodation for any qualified incumbent or applicant with a disability.

While performing the duties of this job, the incumbent is constantly required to sit, stand, walk, and use hands and fingers to handle or feel objects, tools, and controls. The incumbent is frequently required to talk, hear, reach, bend, stoop, kneel, and crouch, and may occasionally work in confined or restricted work site areas, climb ladders, balance, and operate a vehicle. The incumbent must be able to lift and/or move up to 25 pounds, including occasionally carrying objects up and down stairs in the event the elevators are not operational.

Specific vision abilities required by this job include near vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Benefits:**

- CalPERS retirement plan (employee pays the employee's 8% EPMC on a monthly pre-tax basis);
- Potential to accrue 176 hours of Personal Time Off for vacation or sick leave usage in the first year;
- 14 paid holidays per calendar year;

- 16 hours of paid floating holidays per calendar year;
- Monthly court contribution toward monthly health insurance premium costs – amount varies according to employee’s plan elections, dependents, and whether employee chooses to partially or totally waive one or more of the Court’s health plan(s), currently up to \$2,800 per month toward insurance premiums.
- \$75.00 monthly wellness reimbursement.
- Deferred compensation match of 3% after one year.
- Court-paid \$60,000 Group Term Basic Life Insurance plan;
- Court-paid Short-term and Long-term Disability plans;
- Tuition Reimbursement program;
- Computer loan program with 3-year interest-free loan for purchases up to \$3,000

### **How to Apply and Selection Procedure**

Interested applicants must submit a completed and signed Tuolumne Superior Court employment application, Cover Letter, and Resume to be considered for this position. Incomplete application packets and late submissions will not be accepted.

**Please forward all required application materials via email to:**

**[jmorrison@tuolumne.courts.ca.gov](mailto:jmorrison@tuolumne.courts.ca.gov)**

- Application packets evaluated as best qualified according to the position criteria will be invited to participate in a panel interview.
- If you have any questions concerning the above or wish to request reasonable accommodation for this application process, please send your message to the above email address, or call (209) 533-6914 between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday or email Jennifer Morrison at [jmorrison@tuolumne.courts.ca.gov](mailto:jmorrison@tuolumne.courts.ca.gov).