

**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF MERCED**

**JOB ANNOUNCEMENT GENERAL INFORMATION**

Accommodation

Persons with disabilities can make arrangements for accommodations during the application and selection process by contacting the Human Resources Division.

Applications for Employment

Applications must be received in the Human Resources office by the deadline date and time shown on the Job Announcement. Postmarks are not accepted.

Applications must be legible, signed and complete (including copies of licenses, certificates, transcripts, Supplemental Questionnaire, etc. if required). All information is subject to investigation and verification.

Benefits Include (for Regular Status employees only)

Vacation:	10 days paid vacation each year for the first 5 years of employment 15 days accrual during the second 5 years 20 days accrual after 10 years 25 days accrual after 20 years Accrual is based on work hours. 5 years = 10,400 regular scheduled work hours; 10 years = 20,800 regular scheduled work hours; 20 years = 41,600; 25 years = 52,000 regular scheduled work hours
Sick Leave:	Unlimited sick leave accumulation
Holidays:	14 paid holidays
Health Insurance:	Major group medical, dental and vision currently paid for by the Court for the employee and medical, dental and vision care for eligible dependents with 50% of the premium paid by the Court
Life Insurance:	Represented employees - \$10,000 with premium paid by Court Management employees - \$5,000 with premium paid by Court PLUS additional life insurance provided by Court (\$30,000 to \$80,000 depending on position)
Retirement:	Court employees are covered by the Merced County Employees' Retirement Association (MCERA), a Defined Benefit Retirement System governed by the County Employees' Retirement Act of 1937.
Employee Assistance Program:	6 free visits per incident per year Available to qualifying dependents

Conditions of Employment

Successful completion of fingerprinting and a criminal record background check is required prior to appointment and is a condition of employment.

All employees of the court who operate a vehicle on court business must certify they possess a valid California Driver's License and required levels of automobile insurance. A Department of Motor Vehicles search will be done and employee must have an acceptable driving record in order to operate a vehicle on court business.

### Convictions

Felony and misdemeanor convictions MAY BE disqualifying for employment with the court.

### Drug Free Workplace Policy

The use of illicit drugs and alcohol is not permitted in the workplace. Employees who violate this policy are subject to disciplinary procedures which include termination.

### Employment Eligibility

The Immigration Reform Act of 1986 requires an employer to verify an employee's right to work in the United States. Completion of Form I-9 is required at the time of appointment and all new employees must, under penalty of perjury, produce either one of the documents listed on the I-9 in Category 1, or one document from Category II, AND one document from Category III.

#### Category I

1. U.S. Passport (expired passport acceptable)
2. Unexpired foreign passport
3. Alien Registration card

#### Category II

1. State Driver's License with photo
2. State issued photo ID card

#### Category III

1. Social Security Card
2. U.S. Birth Certificate

### Equal Employment Opportunity Policy

The Merced Superior Court is an equal opportunity employer. Women, minorities and persons with disabilities are encouraged to apply.

### Introductory Period

Individuals accepting regular appointments must successfully complete an introductory period.

### Union Representative

Merced County Trial Court Employees (MCTCE), Local 1, is the negotiating agent for some Merced Court job classifications. As of 2/6/06, MCTCE Local 1 is an Agency Shop. Management, Supervisory and Confidential positions are not represented.

### Recruitment Reviews

Applicants who are not court employees and contend that the Court has misapplied, misinterpreted, or violated the recruitment policies may file a written notice with Human Resources for reconsideration of his or her qualifications within ten (10) days of the date the non-qualification notice was mailed, and a reply will be mailed to the applicant. Human Resources' decision shall be final.

If an employee contends that the Court has misapplied, misinterpreted, or violated the recruitment policies, notification must be filed with the Court Executive Officer, whose decision will be final. Any such request must be filed within ten (10) days of the date on which notification of non-qualification was received by the employee. If notice is provided by mail, the notice shall be deemed to have been received five days after the date of mailing. In accordance with the Memorandum of Understanding, recruitment and selection issues are excluded from the grievance procedure.

**The above information is a general summary of benefits for this position. This information is not legally binding, nor does it serve as a contract.**