

LOS ANGELES SUPERIOR COURT

Employment Information

Web Address: www.lacourt.org

Human Resources Administration: (213) 633-0377

Hearing impaired applicants may contact California Relay at 1-800-735-2922 to reach the above number.

APPLICATION: Applicants are required to complete the Los Angeles Superior Court Employment Application and, when required, a Supplemental Questionnaire, and submit them online no later than the final filing date and time. **THE COURT WILL NOT ACCEPT APPLICATIONS BY E-MAIL, FACSIMILE TRANSMISSION OR MAIL.** Applicants must provide sufficient detail and clarity about their qualifications for the position to permit a comprehensive review and evaluation of their suitability for the job. Applicants must satisfy all selection requirements at the time of filing.

ELIGIBILITY LIST: Persons who successfully pass the required examination(s) will be placed on an eligible list in descending score order. First consideration for hiring will be given to the highest ranking candidates. Placement on the eligible list does not guarantee an offer of employment; the Court can consider your candidacy 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: Pursuant to the Americans with Disabilities Act Amendments Act of 2008, as amended, applicants requiring reasonable accommodation for any part of the application and hiring process may contact Human Resources at (213) 633-0377. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

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.

SALARIES: New employees are generally placed at the 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, vacation, and holiday 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: Full-time, regular status employees receive a retirement plan. Court employees do not participate in Social Security. Employee contributions to the retirement system may be withdrawn upon separation from employment.

If the candidate is a "new member" of the Los Angeles County Employees Retirement Association's (LACERA) defined benefit plan on or after January 1, 2013, the Public Employees Pension Reform Act (PEPRA) limits that person's pension. For these purposes, a "new member" is someone who first becomes a member of LACERA on or after January 1, 2013 - that is, someone first employed by the Court on or after December 1, 2012 - unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. For further information, visit lacera.com.

OATH OF ALLEGIANCE: Every Court employee, except legally employed noncitizens, must take and sign the Oath of Allegiance before he or she commences the duties of Court employment.

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.

E-VERIFY: This organization participates in [E-Verify](#).

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: The Court is committed to providing a safe work environment and prohibits any workplace threats, intimidation or harassment against, or by, any Court employees. Any reported threats will initiate necessary security measures and an investigation. Los Angeles Superior Court also complies with the provisions of the Los Angeles County Employee Domestic Violence Assistance Program.

EQUAL OPPORTUNITY EMPLOYER: Pursuant to Title VII of the Civil Rights Act of 1964, California's Fair Employment and Housing Act, Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act Amendment Act of 2008, as amended, the Court does not discriminate against employees or applicants on the basis of race, color, gender, national origin, ancestry, age, marital status, physical disability, mental disability, medical condition, sexual orientation, or on the basis of a perception that an individual has any characteristic protected by law, on the basis of a perception that an individual is associated with a person who has, or is perceived as having, any of these characteristics or on any other basis protected by law. The Court will afford equal employment opportunity to all qualified applicants and employees with respect to all terms and conditions of employment. A copy of Equal Employment Opportunity Plan (EEOP) Short Form is available upon request at the Human Resources Administration.

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.