



## Superior Court of California – County of Calaveras **STUDENT ASSISTANT**

CLASS CODE: 5999  
POSITION TYPE: TEMPORARY/EXTRA HELP  
FLSA STATUS: NON-EXEMPT  
ESTABLISHED: 02/2026

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### **PURPOSE OF THE CLASSIFICATION**

The Student Assistant classification is designed to provide temporary, part-time support to the Court by performing routine clerical, administrative, and project-based tasks. This position offers students practical experience in a professional court environment while assisting departments with essential functions.

### **POSITION DEFINITION**

Under general supervision, the Student Assistant performs a variety of entry-level administrative and support duties in assigned departments such as Executive Office (CEO), Human Resources, Court Operations, Finance, or Information Technology. Work is performed in accordance with established policies and procedures.

### **DISTINGUISHING CHARACTERISTICS**

This classification is distinguished from regular Court positions by its temporary, part-time nature and requirement for current enrollment in an accredited educational institution. Student Assistants are not eligible for benefits and do not perform judicial or decision-making functions.

### **SUPERVISION RECEIVED AND EXERCISED**

- **Received:** General supervision from a department supervisor or manager.
- **Exercised:** This position does not supervise others.

### **ESSENTIAL FUNCTIONS**

- Perform clerical tasks including filing, scanning, indexing, and mail processing.
- Assist with data entry and maintain records in case management or administrative systems.
- Prepare routine correspondence, reports, and spreadsheets; proofread for accuracy.
- Provide customer service via phone, email, or in person, as appropriate.
- Support special projects such as audits, digitization, HR onboarding, or IT inventory.
- Maintain confidentiality and comply with Court policies and procedures.
- Perform other related duties as assigned.

### **JUDGMENT AND RESPONSIBILITY**

- Exercise sound judgment in handling confidential and sensitive information.
- Follow established procedures and seek guidance when necessary.
- Work independently on routine tasks and prioritize assignments to meet deadlines.

## **KNOWLEDGE, SKILLS, AND ABILITY**

### **Knowledge of:**

- Basic office practices and procedures.
- Microsoft Office applications (Word, Excel, Outlook, Teams).

### **Skills and Ability to:**

- Perform basic clerical tasks.
- Communicate effectively, both orally and in writing.
- Organize work, manage time, and meet deadlines.
- Establish and maintain cooperative working relationships.
- Maintain confidentiality and adhere to ethical standards.

## **MINIMUM QUALIFICATIONS**

- Current enrollment in an accredited high school, college, or university (proof required).
- Ability to pass a background check and comply with Court security requirements (18 years & up).
- If under 18 years of age, the student must have a valid work permit issued by their school district.

## **DESIRABLE QUALIFICATIONS**

- Coursework or interest in public administration, criminal justice, business, HR, IT, or related fields.
- Willing to serve the public in positive, professional manner.

## **GENERAL INFORMATION**

### **Conditions of Employment**

- If 18 years old or older: successful completion of fingerprint and a criminal record background check is required prior to appointment and is a condition of employment.

### **Convictions**

Felony and misdemeanor convictions may be disqualifying for employment with the court. The court will assess the nature and gravity of the offense, the time that has elapsed since the offense was committed, and the nature of the job duties to be performed.

### **Employment Eligibility:**

In accordance with the Immigration Reform and Control Act of 1986, all people 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 authorization to work in the United States.

### **Excluded from Collective Bargaining**

This position is designated as temporary/extra-help under the Trial Court Employment Protection and Governance Act and, as such, is excluded from representation by any employee organization or labor union and is not covered by collective bargaining.

## **EMPLOYEE ACKNOWLEDGEMENT AND DISCLOSURE STATEMENT**

I acknowledge that I have received, read, and understand the job description for my position, including the essential duties and required knowledge, skills, and abilities. I affirm that I am able to perform these responsibilities, with or without reasonable accommodation.

I understand the duties, responsibilities, and expectations associated with my position and agree to perform my job in accordance with these standards. I further understand that this document does not constitute a contract of employment.

I further acknowledge that I am employed at the will of the Court, as provided under Government Code § 71634.1, and the Court reserves the right to modify, amend, or terminate any policies, procedures, or job responsibilities described herein at its discretion, in accordance with applicable law.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_