



SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
Established Date: December 23, 2025

Student Aide

Class Code:
9063

Bargaining Unit: Unrepresented – Non-Management

SALARY RANGE

SEE SALARY SCHEDULE

JOB DESCRIPTION:

JOB DEFINITION

Under direction, the Student Aide supports the JusticeCorps Program Coordinator; performs a variety of administration and technical duties; and performs other related duties as assigned.

The Student Aide will perform clerical duties related to the operation of the JusticeCorps program. The Bay Area JusticeCorps Program is a regional project sponsored by the Superior Court of California, County of Alameda in partnership with the Superior Court of San Francisco, San Mateo and Santa Clara counties, and Bay Area Legal Aid of Contra Costa County. The JusticeCorps Program provides assistance to many court users that cannot afford legal representation and need assistance when trying to navigate through complicated court proceedings. The Student Aide position is distinguished from the Student Assistant (Campus Representative) position in that the role of the Student Aide is more administrative in nature while the Campus Representative role is more involved in program operations.

EXAMPLES OF DUTIES:

NOTE: The following are duties performed by employees in this classification; however, employees may perform other related duties at an equivalent level. Each individual in the classification may not necessarily perform all listed duties.

1. Reviews JusticeCorps project member's travel expense claims and coordinates their reimbursement with the Court's Finance division.
2. Enters performance measurement data and updates program websites.
3. Learns and performs tasks in support and coordination of the Bay Area JusticeCorps Program Office.
4. Performs general records management and updates information with accuracy.

5. Collects and reviews grant timesheets.
6. Creates interview schedules for internship candidate interviews, coordinates interviews, and prepares interview materials.
7. Performs other related duties assigned.

MINIMUM QUALIFICATIONS:

Education:

Currently enrolled or continuing college student working towards a Bachelor's Degree.
Eligible for Work Study as part of the financial aid package. Have the ability to commute or utilize an alternative method of transportation to travel to the Hayward Hall of Justice as needed.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Standard office computer applications;
- Basic arithmetic;
- Basic record-keeping practices;
- Customer service principles.

Ability to:

- Understand and follow oral and written instructions;
- Observe appropriate safety practices and rules;
- Communicate courteously and effectively with staff and the public;
- Operate a personal computer, standard office equipment, and hand tools;
- Establish rapport with and between judicial officers, court staff, and the volunteers;
- Effectively communicate with people of diverse, socio-economic and ethnic backgrounds, languages, and temperaments;
- Make sound and objective decisions and prioritize assignments.