



Relentless Pursuit Private Investigations

RELENTLESSPURSUITPI.COM

LICENSE #27732

October 15, 2015

SOURCE:

Glenn Wilson (Glenn Wilson Law Offices) contracted with Relentless Pursuit Private Investigations (#27732) to investigate job availability as defined in the below Focus of Investigation.

FOCUS OF INVESTIGATION:

Jobs currently posted and available at minimum wage or greater, requiring only basic life skills, and requiring none to minimal experience. Geographical area is within or in close proximity to Fresno City and/or Clovis City, California.

EXPERIENCE & TRAINING OF INVESTIGATOR BOB GARNER:

Retired sworn police officer (Fresno City Police Department) and licensed private investigator (California) #27732. Bob is the Owner & Qualified Manager of Relentless Pursuit Private Investigations.

INVESTIGATION:

Based on the resources and information available, the following was discovered during this investigation and is true, complete, and accurate to the best of this investigator's knowledge.

All jobs included in this report have been determined to be legitimate and credible employment opportunities.

DATES OF SEARCH: On or about October 15, 2015

SOURCES OF SEARCH: Fresno Bee Newspaper; Craig's List; Career Builders; Indeed; Simply Hired

SEARCH CRITERIA (includes various combinations of): No experience; entry level; full-time; Fresno, CA; Clovis, CA; within 5 miles; postings within the past 30 days; miscellaneous jobs; food; beverage; hospitality; retail; traditional job; exclude recruiters.

JOBS AVAILABLE:

Title/description: Entry Level Caregiver
Pay: Minimum wage+
Company: Home Instead Senior Care
Contact information: Apply on company website – Fresno, CA
Exhibit #1

Title/description: Route Sales Management
Pay: Minimum wage+
Company: Mac Tools
Contact information: Apply on company website – Fresno, CA
Exhibit #2

Title/description: Truck Driver – entry level
Pay: Minimum wage+
Company: Driver Recruiting
Contact information: 888-589-9681 – Fresno, CA
Exhibit #3

Title/description: Receptionist
Pay: Minimum wage+
Company: Western Dental Services, Inc.
Contact information: Apply on company website – Fresno, CA
Exhibit #4

Title/description: Medical Front Office Receptionist
Pay: Minimum wage+
Company: Saint Agnes Medical Providers
Contact information: 1111 E. Herndon Ave., Suite 431, Fresno, CA
559-450-5756
Exhibit #5

Title/description: Police Officer Recruit
Pay: \$4479 to \$4703 per month
Company: Fresno City Police Department
Contact information: Apply on company website – Fresno, CA
Exhibit #6

Title/description: Secretary/Receptionist
Pay: Minimum wage+
Company: Fresenius Medical Care North America
Contact information: Apply on company website – Fresno, CA
Exhibit #7

Title/description: Customer Service Representative
Pay: Minimum wage+
Company: Family Dollar
Contact information: 3243 N. Cedar Ave., Fresno, CA
Exhibit #8

Title/description: Restaurant Team Member
Pay: Minimum wage+
Company: Chipotle Mexican Grill
Contact information: 5128 N. Palm Ave., Fresno, CA (Fig Garden Center)
Exhibit #9

Title/description: Lot Attendant
Pay: Minimum wage+
Company: Lithia Auto Stores (Fresno Mazda)
Contact information: 5200 N. Blackstone Ave., Fresno, CA
559-436-3900
Exhibit #10

Title/description: Receptionist/Office Assistant
Pay: Minimum wage+
Company: Helados La Tapatia, Inc.
Contact information: Apply online – Fresno, CA
Exhibit #11

Title/description: Team Member
Pay: Minimum wage+
Company: Cream Fresno
Contact information: Apply online – Fresno, CA
Exhibit #12

Title/description: Judicial Assistant I
Pay: \$17.31 to \$21.04 per hour
Company: Fresno Superior Court
Contact information: 1100 Van Ness Ave., Fresno, CA
Exhibit #13

Title/description: Retail Sales Associate
Pay: Minimum wage+
Company: PPG Architectural Coatings
Contact information: Apply online - Fresno, CA
Exhibit #14

CONCLUSION:

Based on my experience and training and the results of this investigation, this report was compiled for Glenn Wilson according to the above Focus of Investigation.

DISPOSITION:

A copy of this report with all exhibits was provided to Glenn Wilson.

All supporting documents are on file with Relentless Pursuit Private Investigations.

This investigator can testify to the results of this investigation.

EXHIBITS:

Attached.

None of the exhibits have been altered and all are in their original state.

SWORN STATEMENT:

I swear under penalty of perjury that the foregoing was discovered during this investigation and is true, complete, and accurate to the best of this investigator's knowledge, based on the resources and information available.



Bob Garner
Owner & Qualified Manager




Date

EXHIBIT #1

Advertisement

JOIN THE TEAM AND SHAPE THE FUTURE OF NURSING
LEARN MORE >>

LTC Irma Hartman
U.S. Army
Nurse Corps



Entry Level Caregiver - No Healthcare Experience Needed

Apply on Company Website

Home Instead Senior Care • Fresno, CA • 10/16/2015

☆ Save Job ✉ Email ⚠ Report

1 Applications Submitted for this Position

See education levels, salary, and years of experience.

With our competition report, only with a Careerbuilder account.

Create Account

Job Description

Company Overview

Home Instead Senior Care

Contact Information

Fresno, CA

SIMILAR JOBS

Part Time - Entry Level Caregiver - No Healthcare Experience Needed!
Home Instead Senior Care

Detailer
Lithia Auto Stores

Entry Level Caregiver - No Healthcare Experience Needed

Home Instead Senior Care

Entry Level Caregiver - No Healthcare Experience Needed

Job Description:

Do you enjoy getting to know people and building relationships that will last? Do you have a heart for helping those in need? If so, this **entry level Caregiver** role could be just the fit for you!

As a **Caregiver**, you will provide a variety of non-medical, home care services for seniors in their homes, allowing them to be safe and stay independent. At Home Instead Senior Care, we strive to provide compassionate and reliable home services to enable seniors to remain at home. Established in 1994, we've grown from a handful of local families to over 1,000 franchises nationally and internationally. We support those that are a part of our team, offering **competitive pay and benefits** as well as a variety of shifts.

Entry Level Caregiver

Job Responsibilities:

Our Entry Level Caregivers provide companionship and conversation for our clients, enhancing the lives of aging adults throughout our community.

Caregiver duties include:

- Light housekeeping and preparing meals
- Reminding clients of medications and appointments
- Assisting with grooming, bathing, toileting, and incontinence issues
- Caring for clients with Alzheimer's

Not ready to apply?

Add your resume instead and let employers find you. You'll be able to see who found you in a search, and viewed your profile.

Bookkeeper
Accountemps

Entry Level Caregiver - No Healthcare
Experience Needed
Home Instead Senior Care

Sales and Marketing Entry Level - We Will
Train
#Career

Job Requirements

Add Your Resume

Entry Level Caregiver - No Healthcare Experience Needed

Entry Level Caregiver

Job Requirements:

Previous experience is not necessary for this entry level role. As a Caregiver, you will receive training from Home Instead Senior Care.

Requirements for Caregiver:

- Complete a criminal background check, DMV check, and drug screen
- Possess a valid driver's license and valid auto insurance
- Ability to treat and care for seniors and their property with dignity and respect
- Ability to communicate with clients in a friendly and congenial manner

Entry Level Caregiver

Putting relationships first.

Apply now!

Job Snapshot

| | |
|-----------------|---|
| Other Pay | competitive pay and benefits |
| Employment Type | Full-Time |
| Job Type | Health Care, Other |
| Education | Not Specified |
| Experience | Not Specified |
| Manages Others | Not Specified |
| Industry | Healthcare - Health Services, Other Great Industries |
| Required Travel | Not Specified |
| Job ID | 16193 |

EXHIBIT #2



Route Sales Management, Full Training

Apply on Company Website

Mac Tools • Fresno, CA • 10/1/2015

☆ Save Job ✉ Email ⚠ Report

1 Applications Submitted for this Position

See education levels, salary, and years of experience.

With our competition report, only with a Careerbuilder account.

Create Account

Job Description

Start building your career and future now!

Mac Tools was founded in 1938 in Sabina, OH. Today, Mac Tools is an international business with Distributors and Franchisees in the United States, Canada, Europe and Japan and is part of Stanley Black & Decker, Inc., a brand synonymous with quality and impeccable customer service.

Today, Mac Tools has a product line in excess of 42,000 items, and still uses the direct sales approach with a mobile sales force of distributors. The Mac Tools

Company Overview



Mac Tools

Mac Tools® has the power of Stanley Black & Decker Inc behind us, allowing us to be stronger than ever. Our product line has the right tools for every technician from tool boxes and hand tools to a full range of power tools and diagnostics. Mac Tools® has a focus on innovative, first-to-market tools that are

philosophy of excellent quality, price and service remains unchanged over the years, and the company spirit that made them successful in 1938, is the same spirit that makes them a leader in the automotive tool and equipment business today.

WE CURRENTLY HAVE A LOCAL ROUTE AVAILABLE.

EVERYTHING YOU NEED TO BUILD A SUCCESSFUL BUSINESS IS HERE:

- No cold calls.
- No Experience necessary, we will train you
- Unique Route & Territory (Minimum 325 customers)
- Your Mac Tools truck, which will become your own personal mobile tool store
- Initial Inventory of top-selling, high-transaction tools
- Mobile Business Software to manage your business
- Up to 100% Financing for Qualified Candidates
- Working capital to help your business grow
- National marketing support

NO EXPERIENCE NECESSARY

You don't need an automotive tools background to be a high-performing franchisee. People from all walks-of-life have found success with the Mac Tools brand!

UNPARALLELED TRAINING

It all begins with Tool School at our headquarters in Ohio. Here, Mac Tools professionals apply over 75 years of experience in the mobile tool industry to provide you with the training you need to get started.

After Tool School, your District Manager will ride with you on your route for ten days offering sales and business training. They will assist in merchandising your truck and help to implement the promotional techniques that can increase sales at every stop.

LOW START UP COST

exclusive to and only available on a Mac Tools® Truck.

[Learn More](#)

Contact Information

Fresno, CA

[View All Jobs](#)

We understand that starting your own business can be financially trying. With our low start-up costs, for qualified individuals, we offer a variety of options to fit your unique financial needs.

AWARD WINNING

#1 New Franchise 2014 & 2015 – Entrepreneur Magazine

#3 Fastest Growing Franchise 2014 – Entrepreneur Magazine

Top 100 Franchise 2015 – Entrepreneur Magazine

OVER 75 YEARS OF KNOWLEDGE

Mac Tools® has been operating in mobile tool distribution for over 75 years, creating a well-established brand with a long history and heritage. In this time, we have refined the model to help you be successful as a franchisee.

Additionally, Mac Tools® has the power of Stanley Black & Decker Inc. behind us, allowing us to be stronger than ever.

ON YOUR OWN, BUT NOT ALONE

As a Mac Tools Franchisee, you'll discover that, although you operate an independent business, you're far from being alone. You'll have one of the most extensive support systems in the industry right at your fingertips.

- Customer service
- Technical service
- Ongoing Field Excellence Meetings every eight weeks
- Customer Credit Program

DISCOVER MAC TOOLS!

Once your application is approved, we will send you on a Discovery Day with an already successful Mac Tools franchise owner so that you can learn more about the

mobile tool business. These events will help you to experience the business and learn about the full potential of the opportunity. There is no cost or obligation to participate in a Discovery Day.

So what are you waiting for? If you've always aspired to run your own business and be a part of one of the leading mobile tool companies in the industry, then you owe it to yourself to learn more today!

IMPORTANT NOTE: We have limited routes available in some areas. So don't delay, send your resume today before the open route in your area has been filled.

**ASK US ABOUT OUR SPECIAL INCENTIVES
AVAILABLE FOR VETS**

Mac Tools®, a division of Stanley Black & Decker Inc.
505 N Cleveland Ave.
Westerville, Ohio 43082

The offer of a franchise can only be made through the delivery of a Franchise Disclosure Document. Certain jurisdictions require registration prior to the offer or sale of a franchise. We do not offer franchises in jurisdictions where we are not registered (or exempt from registration)

Job Requirements

see above

Job Snapshot

| | |
|-----------------|---|
| Employment Type | Full-Time |
| Job Type | Sales, Automotive, Construction |
| Education | Not Specified |
| Experience | Not Specified |
| Manages Others | Not Specified |
| Industry | Sales - Marketing, Automotive - Motor Vehicles - Parts, Construction |
| Required Travel | Not Specified |

Apply on Company Website

Rated #1 Top New Franchise in 2015*

The offer of a franchise can only be made through the delivery of a Franchise Disclosure Document. Certain jurisdictions require registration prior to the offer or sale of a franchise. We do not offer franchises in jurisdictions where we are not registered (or exempt from registration). Minnesota Franchise Registration No. F-7279.

*Entrepreneur.com

**MAL
TOOLS**
GREAT TO WORK WITH™

CAREERBUILDER TIP:

For your privacy and protection, when applying to a job online, never give your social security number to a prospective employer, provide credit card or bank account information, or perform any sort of monetary transaction. Learn more.

By applying to a job using CareerBuilder.com you are agreeing to comply with and be subject to the CareerBuilder.com Terms and Conditions for use of our website. To use our website, you must agree with the Terms and Conditions and both meet and comply with their provisions.

EXHIBIT #3

Begin a new career as a professional truck driver!
No Experience? Class A CDL Training is available!



TRUCK DRIVER - ENTRY LEVEL - CDL TRAINING

Apply Now

DRIVER RECRUITING • Fresno, CA • 10/19/2015

☆ Save Job ✉ Email ⚠ Report

3 Applications
Submitted for this
Position

See education levels, salary, and
years of experience.

With our competition report, only with a
Careerbuilder account.

Create
Account

Job Description

Company Overview

DRIVER RECRUITING

There has never been a better time to become a professional truck driver. In fact, more than 25,000 drivers are needed right now. And according the Bureau of Labor Statistics, professional truck drivers can earn \$40,000 - \$70,000 per year*. We are looking for men and women who are interested in local, over the road and specialized trucking opportunities. No Experience? No problem! If you don't have your CDL,

local training is available in your area.

Contact Information

Fresno, CA

Recruiting

Phone: 1-888-589-9681

[Facebook](#) [Twitter](#)

Truck Driver - Entry Level - CDL Training - No Experience Needed

20 TRUCK DRIVER TRAINEES are needed now in Fresno! Become a new truck driver for one of the Nation's finest Trucking Companies! We've partnered with the Industry's leading trucking companies to help recruit, train and place tomorrow's professional truck drivers.

NEW DRIVERS EARN \$800 PER WEEK FIRST YEAR!

EARN \$1200-\$1400 PER WEEK AFTER TWO YEARS!

401K & FULL BENEFIT PACKAGE

CDL & JOB READY IN JUST A FEW WEEKS!

NO EXPERIENCE NEEDED!

The demand for professional truck drivers has never been greater! Drivers are needed for OTR, Local and Dedicated routes. You can choose Reefer, Tanker, Flatbed or Specialized driving opportunities. Regardless of your experience, we have a great paying opportunity for you!

Submit your Resume now or Call 1-888-589-9681!

Job Requirements

New TRUCK DRIVER TRAINEES need to have a clean driving record, a desire to work hard and earn a good living and be 21 years of age or older.

- 21 years of age or older
- Valid driver's license
- Clean driving record
- Desire to be successful

Submit your Resume now or Call 1-888-589-9681!

TRUCK DRIVER - ENTRY L...

DRIVER RECRUITING - Fresno, CA -...

☆ Save Job

✉ Email

Apply Now

jobs, relief fleet, truck driving school, truck driver school, truck driving training, truck driver training, trucking school, training for truck drivers, team, freight, OTR, O.T.R., company driver, safe semi, cargo, DOT, D.O.T., Tractor Trailer, Commercial Drivers License, CDL, CDL, Trucking, Truck Driver, Transportation, OTR, Income, License, CDL Class A, Long Haul, Travel, Great Opportunity, Start your Career, Great Pay, Training, Great Benefits, Program, CDL Truck Driver Training, Chauffer, Class A, Class A CDL, Class A Truck Driver, Company Paid Training, Company Truck Driver, Delivery, Delivery Driver, Distribution, Driver, Drivers, Driving, Entry Level, Entry-Level, Hiring Truck Drivers, Logistics, OTR Truck Drivers, Over the Road, Route, Semi Driver, Shipping, Truck, Vehicle, Job Training, on the job training, paid training, job placement, Dedicated route, Dedicated Run, CDL-A, CDL-B, Class-A CDL, Class-B CDL, commercial driver, commercial driver license, commercial driver's license, commercial driving, commercial driving training, commercial transport, commercial trucker, commercial trucking, construction, driver trainee, driver training, driver's license, driver's training, dry van, local trucking, flat bed, freight transport, goods, hauling, heavy equipment, industrial, long distance driving, manufacturing, operator, over the

road driving, professional driver, professional driving, professional truck driver, professional trucker, professional trucking, regional driving, trailer, trailers, transporting, factory, diesel, cook, mechanic, labor, laborer, bus, taxi, traveling, truck driver jobs, truck driving, trucker, trucks, unloading, warehouse

Job Snapshot

| | |
|-----------------|------------------|
| Employment Type | Full-Time |
| Job Type | Transportation |
| Education | Not Specified |
| Experience | Not Specified |
| Manages Others | Not Specified |
| Industry | Transportation |
| Required Travel | Not Specified |
| Job ID | ACI-FRESNO-OCT15 |

Apply Now



CAREERBUILDER TIP:

For your privacy and protection, when applying to a job online, never give your social security number to a prospective employer, provide credit card or bank account information, or perform any sort of monetary transaction. Learn more.

By applying to a job using CareerBuilder.com you are agreeing to comply with and be subject to the CareerBuilder.com Terms and Conditions for use of our website.

EXHIBIT # 4

Receptionist

Apply on Company Website

Western Dental Services, Inc • Fresno, CA 10/16/2015

 Save Job  Email  Report

Job Description

Company Overview



Western Dental Services, Inc
Western Dental provides opportunities for employees to grow within the company and develop their careers to their full potential. To support employee development and career growth, WDS

The Receptionist is the first line of customer service for all patients and visitors entering our offices. They will greet patients, sign them in, schedule future appointments, and handle incoming phone calls. They will assist patients in accordance with the training they have received ensuring patients receive the Ultimate Patient Experience while visiting our offices.

Key Responsibilities:

- Customer Service; acknowledge, smile and greet patients upon arrival/dismissal
- Respond to patient questions and or concerns according to company Policies
- Answering Telephones
- Scheduling Appointments
- Maintaining Appointment Book
- Confirming Appointments
- Follow up on no shows/cancellation of Appointments
- Register Patients on sign in sheet
- Chart Filling
- Cash Handling
- Checking voicemail on a daily basis
- Maintain a clean and friendly waiting area for patients
- At all times you will perform and undertake such other duties and responsibilities as are requested of you by the Office Manager or the PDM
- Supports strategic local marketing initiatives that help drive brand awareness and new patient growth

#LI-DNP

Job Requirements

has implemented an internal job board specifically for employees to search and apply for new jobs they are qualified for.
[Learn More](#)

Contact Information

Fresno, CA

[View All Jobs](#)

[LinkedIn](#)

- A minimum of a High School Diploma or GED equivalent
- Some training or experience in using multi-line phones and computers

Job Snapshot

| | |
|-----------------|---|
| Employment Type | Full-Time |
| Job Type | Admin - Clerical |
| Education | Not Specified |
| Experience | Not Specified |
| Manages Others | Not Specified |
| Industry | Healthcare - Health Services, Insurance, Retail |
| Required Travel | Not Specified |
| Job ID | 15-12969 |

[Apply on Company Website](#)



CAREERBUILDER TIP:

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EXHIBIT #5

Advertisement

JOIN THE TEAM AND SHAPE THE FUTURE OF MEDICINE

LEARN MORE >>

COL George Peoples M.D.
U.S. Army Medical Corps



Medical Front Office Receptionist

Apply Now

Saint Agnes Medical Providers • Fresno, CA • 9/29/2015

☆ Save Job ✉ Email ▲ Report

65 Applications Submitted for this Position

See education levels, salary, and years of experience. With our competition report, only with a Careerbuilder account.

Create Account

Job Description

Company Overview

Saint Agnes Medical Providers

Contact Information

1111 E. Herndon, Suite 431
Fresno, CA
Ron Reyes
Phone: (559) 450-5756
Fax: (559) 450-5621

SIMILAR JOBS

Front Office Coordinator

Receptionist
Western Dental Services, Inc

Medical Biller FT/PT & Front Office FT/PT
BBMC Medical Corporation

Referral Representative
United Health Centers

Healthcare Opportunities
Saint Agnes Medical Center

FRONT OFFICE MEDICAL RECEPTIONIST (FULL TIME)

Saint Agnes Medical Providers (SAMP) continues to build a reputation for excellence through the dedication and hard work of our providers and staff. We enjoy what we do each and every day. We are now seeking people who share that same passion.

As a Front Office Receptionist, you will be the first point of contact for our patients and first impressions are lasting impressions. This is why we only consider those who are caring, compassionate, and professional to work at SAMP offices.

Essential Functions:

- Positive professional personality and personal outlook.
- Ability to greet and welcome all patients and visitors entering the office.
- Answer phone calls in a clear and professional voice.
- Verify insurance and handle co-pays from patients.
- Ability to take clear messages and relay information completely and accurately.
- Screen telephone calls for referral to physician.
- Schedule appointments.
- Ability to quickly build relationships with patients and visitors.
- Ability to multi-task and handle multiple requests for attention and time with poise and politeness.
- Additional duties & tasks as assigned.

Not ready to apply?

Add your resume instead and let employers find you. You'll be able to see who found you in a search, and viewed your profile.

Job Requirements



Qualifications:

- Patient care experience (ideally in an ambulatory care or multi-specialty environment) of no less than 1 year.
- Graduation from an accredited program for Medical Office

Administration or Medical Assisting preferred.

- High school degree or equivalent.
- Strong computer skills with experience and proficiency with medical systems.
- Strong multi-tasking, planning, organization and execution skills.
- Ability to work independently as well as within a team.
- Bi-lingual preferred.

At SAMP, we offer our professional healthcare staff a great working environment along with an excellent benefits package. As a Front Office Medical Receptionist on our team, you will be eligible for the following benefits:

- Health, Dental, Vision insurance
- Paid Time Off and Holiday pay
- 401(k) retirement savings plan
- Life and AD&D insurance

And much more!

If you work well in a fast-paced, warm, friendly, and professional atmosphere, and are driven by the opportunity to make a difference by providing outstanding patient care and service, then we are interested in you!

Email your resume to Ron Reyes, HR Manager at: [\[Click Here to Email Your Resumé\]](#) or fax at (559) 450-5621.

And you can learn more about us by visiting us on the web at www.saintagnesmedicalproviders.com.

EOE

Job Snapshot

| | |
|-----------------|-------------------------------|
| Employment Type | Full-Time |
| Job Type | Health Care, Customer Service |
| Education | High School |
| Experience | At least 2 year(s) |
| Manages Others | No |
| Relocation | No |
| Industry | Healthcare - Health Services |
| Required Travel | None |

Apply Now

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By applying to a job using CareerBuilder.com you are agreeing to comply with and be subject to the CareerBuilder.com Terms and Conditions for use of our website. To use our website, you must agree with the Terms and Conditions and both meet and comply with their provisions.

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Salary Calculator
Management Jobs
IT & Engineering Jobs
Accounting Jobs
CareerBuilder Mobile

Employers

Search Resumes
Post Jobs
CareerBuilder Talent Networks
Resource Center
Advice

Job Description

EXHIBIT #6

Job Title: Police Officer Recruit

Job ID: 2505

Location: Fresno City Hall

Regular/Temporary: Regular

Regular Shift

Salary Information

| | |
|-------------------|------------|
| Job Code | 415001 |
| Deadline: | 11/03/2015 |
| Salary Range From | 4479.00 |
| Salary Range To | 4703.00 |

[Email to Friend](#)

[Save Job](#)

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[Return to Previous Page](#)

Position Description

FILING DEADLINE: Continuous/Open until Filled (City of Fresno will accept applications until a sufficient amount of applications have been received, or selection has been made; therefore the recruitment may close at anytime.)

The Fresno Police Department is looking for individuals who have the energy level and commitment to be part of a vigorous law enforcement agency that is continuously striving to take the department to the next level. The selected candidate will be expected to encompass a high level of commitment to public service. The Fresno Police Officer Recruit is the entry level class in the Police series assigned full arrest and citation powers. Under supervision, individuals assist with or may perform law enforcement duties in the protection of life and property. Incumbents receive general and special instructions from supervisors and work under the direct supervision of a training officer during the formal field training program.

The Requirements

These are entrance requirements to the competitive examination and do not assure a place on the eligible list. Applicants must meet the minimum qualifications at the time of application in order to qualify.

TO QUALIFY, an applicant must have the following:

Graduation from a P.O.S.T. approved California Law Enforcement Basic Academy within three years of appointment date; or a lapse of not more than three years since last employment as a peace officer where the minimum qualifications required graduation from a Basic Academy.

Individuals currently attending a P.O.S.T. approved Basic Academy may participate in the examination process but may not be appointed until graduation from the academy.

Applicants MUST attach to their online application a copy of their P.O.S.T certificate of completion, or MUST attach to their online application verification of proof of current attendance at an approved police academy (see instructions below on how to attach). Applicants will not be admitted into the examination without the above documentation.

Possession of a valid California Driver's License at time of application. License must be maintained during the entire term of employment in this job class.

Be a U. S. citizen or a permanent resident alien who is eligible and has applied for citizenship.

Be at least 21 years of age at time of appointment.

As part of the qualifying process for Police Officer Recruit with the City of Fresno, eligible candidates will be required to complete a detailed pre-employment personal history form, followed by a thorough background investigation which will include a polygraph examination.

If candidate receives a conditional employment offer, you will be required to successfully complete a medical examination which will include testing for the presence of drugs and alcohol. Any falsification of information provided or any failure to meet the requirements will result in disqualification from further consideration in the selection process for Police Officer Recruit.

Some of the potential reasons for disqualification from the selection process:

- Use of illegal drugs either recently or extensively.
- Failure to disclose prior drug use.
- Falsification of any required application or pre-employment materials.
- Involvement in a crime, the nature of which would impair the credibility of the individual or cause embarrassment to the City of Fresno.
- Poor employment record.

HOW TO ATTACH YOUR P.O.S.T. CERTIFICATE OR PROOF OF ACADEMY ATTENDANCE:

- Your valid P.O.S.T certificate or proof of current attendance at an approved P.O.S.T. Basic Academy must be scanned and saved to your computer (save as P.O.S.T Certificate or Academy Attendance).
- Go to www.fresno.gov/jobs > City of Fresno Jobs > Apply On-Line> Enter Login> choose My Career Tools (located at the top of the page).
- Choose Cover Letters and Attachments.
- Select Add Attachments.
- On Attachment Type drop down choose Reference Attachment and select the Add Attachment link.
- Choose Browse button, you will then be able to attach the saved copy of your P.O.S.T certificate or proof of current attendance at an approved P.O.S.T. Basic Academy from the location where the document was saved to your computer. Select Upload. Click Save and Return.

Selection Process

The examination process may consist of the following:

PANEL INTERVIEW - 100%: A panel interview will be administered by a panel of officers. The panel of subject matter experts will evaluate a candidate's training, experience, and personal traits for the position of Police Officer Recruit.

Candidates must achieve a passing score on the panel interview to qualify for the eligible list.

Since this recruitment is open on a continuous basis, the examination process may be repeated periodically depending on the number of applicants. As these processes are completed, new candidates will be merged with the current eligible list. Although your score will remain the same through this process, your placement on the eligible list may change.

Eligibles certified to the Police Department for consideration must successfully complete a polygraph test, extensive background investigation, and police department interview before receiving a conditional offer of employment. Individuals receiving a conditional offer of employment must successfully complete a psychological exam and medical exam before receiving a final offer of employment.

Veteran Preference Regulations

Qualified veterans who pass the examination may obtain five (5) additional points. Candidates applying for veteran's preference are required to submit a copy of their DD214 with their application during the specified filing period. Evidence must be presented to indicate that the candidate was discharged honorably from the military service. Veterans, including City employees, must resubmit proof of honorable service for every examination for which veteran's preference credit is requested.

Additional Information

Online applications must be submitted before the recruitment closes or they will not be accepted for any reason. Applicants are encouraged to apply immediately as this recruitment may close at any time.

All correspondence regarding this recruitment and exam process will be sent via email, applicants are responsible for ensuring they note a valid email address in their profile at time of application. It is an applicant's responsibility to check their email on a regular basis to ensure they review such correspondence in a timely manner. All applicants will acknowledge such understanding when they complete their on-line application. Applicants will receive an automatically generated confirmation e-mail upon a successful application submittal. ~~The e-mail is the only proof of submittal.~~

For information on how to complete an on-line application, please view "Instruction Guide" on the City's website, www.fresno.gov/jobs, or call (559) 621-6950 for assistance. Resumes will not be accepted in lieu of a completed employment application.

Additional Information

Immediate and future vacancies will be filled from this eligible list for a period of six (6) months from the date the eligible list is created. However, the list may be extended pursuant to FMC 3-247.

Should you need a special accommodation due to a qualifying disability, please contact the City of Fresno Personnel Department prior to the date of the applicable examination.

Equal Opportunity Employer

We welcome applicants of any race, gender, religion, ancestry or disability. For more information please refer to our Career Opportunities web page on the City of Fresno web site.

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EXHIBIT # 7

Admin

SEARCH OUR JOBS

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Fresenius Medical Care Jobs > Admin Jobs > Fresno (CA) Admin Jobs

Job Details

Culture

Location

0 0 0

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APPLY NOW CURRENT EMPLOYEE?

Secretary\Receptionist Fresno CA

Job ID: 15000M3B

Job Location: Fresno, CA

Description

Fulfill the goals of our organization as well as the needs of our patients. Apply your skills to achieve results of a truly rewarding nature. Allow others to live more satisfying lives—and your career to thrive.

Connect with your goals and change lives

With Fresenius Medical Care North America.

As the global leader in dialysis healthcare, we offer exceptional opportunities to contribute to the success of a powerful organization—and to positive medical outcomes. Our patients, their families, and our team members are connected in ways that bring a deeper sort of satisfaction. Help us to improve our performance, and more important, the quality of life.

Why Join the Fresenius Team?

Passion. Dedication. Knowledge. Motivation. Experience. These are the impressive qualities you'll find in the Fresenius Leadership Team. Our strength in the North American market and extensive global network provide our employees with the best of both worlds—the friendliness of a local organization and the stability of a worldwide organization—for diverse experiences and challenging career opportunities. When you join the Fresenius Medical Care team, you'll be welcomed into a company that is built on the philosophy that our employees are our most important asset. Our career advantages include the following:

- Fresenius Medical Care is the nation's largest provider of renal care, meeting the needs of more than 135,000 patients at 1,800 clinics throughout the country.
- Our well-established, trusted organization fosters a spirit of camaraderie, emphasizing friendly collaboration, professional support, and career development.
- Superior training, UltraCare[®] quality control, and certification procedures ensure your potential to succeed and advance as a professional.
- Competitive compensation and exceptional benefits.
- Outstanding tuition reimbursement program.
- Recognized among Fortune's "World's Most Admired Companies" In 2011.
- National Safety Award from CNA Insurance companies for 11 consecutive years.

RELATED JOBS

No similar jobs available

RELATED CONTENT

- Fresenius Medical Care responds to earthquake in Nepal
- Head West: Grow Your Career in Las Vegas
- How to Make Your Health Benefits Work for You
- FMCNA Announces 3rd Annual Scholarship Winners
- Career Tips from the Recruiters at FMCNA
- Finding Support to Make Life-Changing Health Decisions
- Careers in the Pacific Northwest
- Jennie Anderson
- Putting Down Roots in Reno
- Top 5 Reasons to Relocate to Los Angeles

Hear what people are saying about Fresenius.



10001+ people work at Fresenius Medical Care.

10001+ people work at Fresenius Medical Care.

10001+ people work at Fresenius Medical Care.

10001+ people work at Fresenius Medical Care.

- Opportunities to give back by participating in philanthropy and community outreach programs.

Secretary

This is an outstanding opportunity to join a leader in the healthcare industry. The professional we select will perform general office duties: answer phones, greet guests and vendors, sort mail, make photocopies, send/receive faxes, order/maintain supplies, and file documents.

PURPOSE AND SCOPE:

An entry level position performing general office duties incorporating a variety of basic and routine clerical and secretarial duties.

Supports FMCNA's mission, vision, core values and customer service philosophy. Adheres to the FMCNA Compliance Program, including following all regulatory and FMS policy requirements.

DUTIES / ACTIVITIES:

CUSTOMER SERVICE:

- Responsible for driving the FMS culture through values and customer service standards.
- Accountable for outstanding customer service to all external and internal customers.
- Develops and maintains effective relationships through effective and timely communication.
- Takes initiative and action to respond, resolve and follow up regarding customer service issues with all customers in a timely manner.

PRINCIPAL RESPONSIBILITIES AND DUTIES:

- Under direct/close supervision, performs a variety of basic and routine clerical and secretarial duties. These may include but are not limited to:
 - Preparing and typing routine correspondence, form letters and reports
 - Answering telephone & routing calls to the appropriate person,
 - Greeting visitors and patients as applicable and conducting them to the appropriate location or person as needed.
 - Setting up and maintaining filing systems and basic databases as applicable.
 - Completing forms and reports as required by the various company offices and outside vendors and agencies.
 - Recording the minutes of meetings and providing the resulting documents as necessary.
 - Making copies of correspondence and other printed matter as required by manager.
 - Preparing purchase orders using the appropriate software application.
 - Assisting with department/facility accounts receivable and accounts payable functions and responsibilities as needed.
 - Distributing incoming mail,
 - Maintaining calendar and daily schedules,
 - Scheduling appointments & arranging meetings,
 - Maintaining inventory of the necessary office forms and supplies
 - Assisting with various basic personnel administrative functions as needed.
 - Acting as backup to other clerical personnel in office as needed.
 - Other duties as assigned.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Day to day work includes desk and personal computer work and possible interaction with patients, facility staff and physicians. The position may require travel between assigned facilities and various locations within the community.

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Email address...

SUBSCRIBE

The work environment may be characteristic of a health care facility with air temperature control and moderate noise levels. May be exposed to infectious and contagious diseases/materials.

EDUCATION:

High School Diploma

EXPERIENCE AND REQUIRED SKILLS:

- Minimum 6 months relevant experience without a degree – 0-6 months experience with an Associates degree or secretarial school.
- Adequate computer skills with experience with Microsoft Word, Excel and PowerPoint preferred.
- Good verbal communication skills.
- Pleasant telephone manner.

EO/AA Employer: Minorities/Females/Veterans/Disability/Sexual Orientation/Gender Identity

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CURRENT EMPLOYEE?

6/1/2014

Site Map 4

Job Search

My Jobpage

Advanced Search | All Jobs

EXHIBIT # 8

Apply Online

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Job Description

Customer Service Representative Fresno California (Job Number: CUS04405)

General Summary:

As a Family Dollar Customer Service Representative you will be responsible for providing exceptional service to our customers. Key priorities include greeting customers, assisting them with selection of merchandise, completing transactions, and answering questions regarding the store and merchandise.

Principle Duties & Responsibilities:

- Provides customer engagement in positive and approachable manner.
- Assists in maintaining a clean, well-stocked store for customers during their shopping experience.
- Helps in the unloading of merchandise from delivery trucks, organizes merchandise, and transports merchandise from stockroom to sales floor.
- Independently stocks shelves and recovers merchandise in the store.
- Accurately handles customer funds and processes transactions using the POS system.
- Remains constantly aware of customer activity to ensure a safe and secure shopping environment.
- Performs all other duties as assigned in order to maintain an effective and profitable store operation.

Position Requirements:

Education: Prefer completion of high school or equivalent. Ability to follow directives and interpret retail operational documents as assigned.

Experience: Prefer experience working in retail, hotel, restaurant, grocery, or drug store environments.

Physical Requirements: Ability to regularly lift up to 40 lbs. (and occasionally, up to 55 lbs.) from floor level to above shoulder height; must be able to meet demands of frequent walking, standing, stooping, kneeling, climbing, pushing, pulling, and repetitive lifting, with or without reasonable accommodation.

Availability: Ability to work flexible, full-time schedule to include days, evenings, weekends and holidays.

Skills & Competencies: Customer Focus, Developing Potential, Results Driven, Strong Organizational Skills, Communication Skills, Problem Solving/Decision Making, Job Knowledge and Relationship Management.

Job: Customer Service Team Members

Primary Location: CA-Fresno-09129/W CA FRESNO
09129/W CA FRESNO 3243 N CEDAR AVE Fresno 93726

Job Level: Entry Level

Education Level: High School Diploma/GED (±11 years)

Shift: Variable

Travel: No

Background Check Required: Yes

Drug Screen Required: Yes

[Apply Online](#)

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EXHIBIT #9

CHIPOTLE
MEXICAN GRILL

SHARE THIS JOB

RESTAURANT TEAM MEMBER - CREW (110) - FIG GARDEN)

Fresno, California

0110 - Fig Garden-(00110) 5128 N. Palm Ave. Fresno 93704

APPLY NOW →

Restaurant Team Member - Crew (110 - Fig Garden) (15012914)

Description

Building the perfect burrito - and having fun doing it - is the first step to building your career at Chipotle. Sharpen your customer-service and teamwork skills, learn to make great food and get ready to grow. Whether you have experience as a cashier, server, cook, prep cook, dishwasher, housekeeper, bartender or no experience at all, this could be the opportunity to develop into a restaurant manager position. We can offer part time or full time schedules depending on what you are looking for and the needs of the restaurant. We promote most of our managers from within and are looking for that next generation of leaders to apply now.

Our Crew members take pride in preparing and serving Chipotle's delicious food. They know that in order to do this right, they need a clean and organized work area. By consistently following the proper recipes and procedures, and adhering to Chipotle's high standards regarding food preparation, cleaning and sanitation, teamwork and customer service, they help to ensure that the Chipotle customer experience is always the best it can be. Crew members get to learn about and work at a variety of stations: Tortilla, Salsa, Prep, Grill, Expo, and Take-Out. In each area they're greeting and interacting with Chipotle's customers directly, making their meals, while portioning out the ingredients to our standards. Crew members' responsibilities require them to be on their feet working while clocked in, unless on break. If they are not busy, they are expected to take on tasks they see that need to get done, and pitch in to help their teammates.

In addition to following Chipotle's policies and procedures, principal responsibilities include, but are not limited to:

Food Prep

- Following recipes accurately and maintaining food preparation processes such as cooking, marinating, seasoning, and grilling meats; chopping herbs; dicing, cutting, and slicing vegetables
- Completing hot and cold food preparation assignment accurately, neatly, and in a timely fashion
- Preparing food throughout the day as needed, anticipating and reacting to customer volume
- Maintaining appropriate portion control and consistently monitoring food levels on the line
- Maintaining proper food handling, safety, and sanitation standards while preparing and cooking food

Customer Experience

- Providing friendly, quality customer service to each Chipotle customer
- Working toward understanding and articulating Food With Integrity

Miscellaneous

- Consistently and accurately using prep sheets, Road Maps, cleanliness list, and station checklists
- Following Chipotle sanitation standards including washing cookware and utensils throughout the day
- Cleaning equipment, as assigned, thoroughly and in a timely fashion according to Chipotle sanitation guideline

The ideal candidate will:

- Have the ability to develop positive working relationships with all restaurant employees and work as part of a team by helping others as needed or requested
- Have the ability to speak clearly and listen attentively to guests and other employees
- Have the ability to maintain a professional appearance at all times and display a positive and enthusiastic approach to all assignments
- Be able to exhibit a cheerful and helpful attitude, and provide exceptional customer service
- Be able to adapt to changing customer volume levels with a sense of urgency
- Have the ability to demonstrate a complete understanding of the menu
- Be able to follow instructions for recipes and sanitation guidelines
- Have the ability to be cross-trained in all areas of the kitchen and line
- Have the ability to communicate in the primary language(s) of the work location

At Chipotle we don't have multiple job titles for our entry level employees but all of our crew will play the role of dishwasher, cashier, server, host, bartender, cook, prep cook, etc. so be prepared to learn a lot and work hard if you join the team. Most of the jobs that we are hiring for are entry level positions. If you are

interested in interviewing for a restaurant general manager or assistant restaurant manager position and have previous restaurant management experience you can search our careers page for more opportunities as we may have some of those positions available. Most of these management positions are filled internally but there are some exceptions.

Primary Location : CA-Fresno-(CA)-0110 - Fig Garden-(00110)

Work Locations :

0110 - Fig Garden-(00110)

5128 N. Palm Ave.

Fresno 93704

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Didn't Find what you were looking for? Try searching again.

SEARCH JOBS

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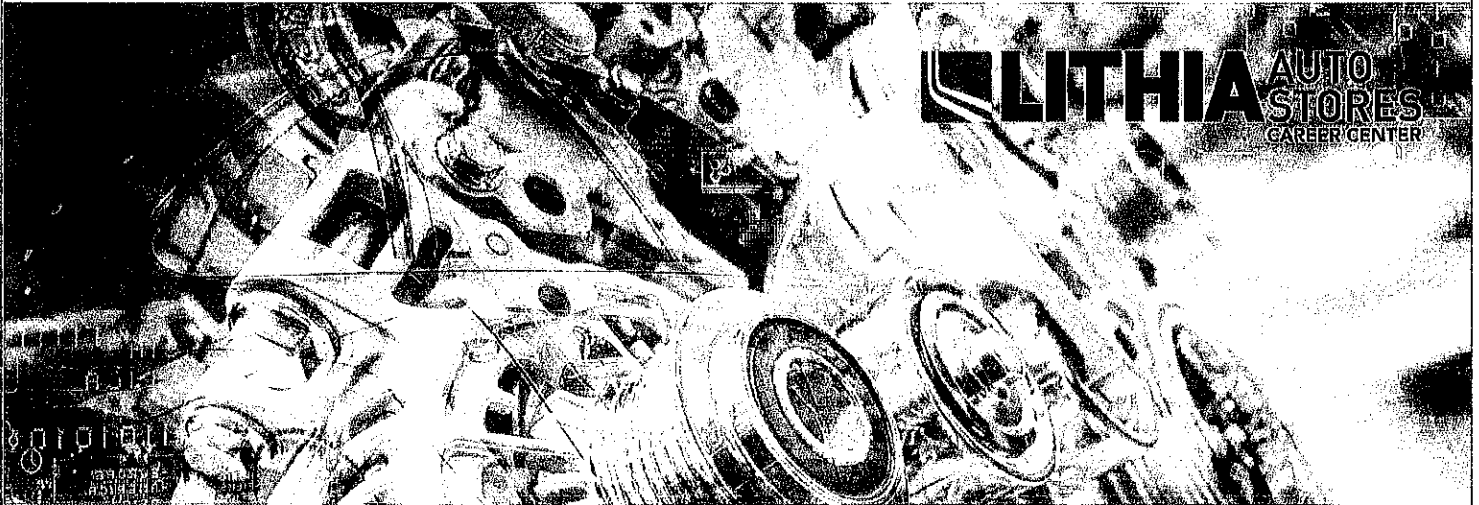
Toggle navigation

EXHIBIT #10

 (<https://twitter.com/lithiamotors>)

in (<https://www.linkedin.com/vsearch/j?type=jobs&keywords=lithia+auto+stores>)

f (<https://www.facebook.com/lithiacareers>)



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Returning Candidate? **Log back in!** (https://careers-lithia.icims.com/jobs/14396/lot-attendant/login?loginOnly=1&redirect=job&in_iframe=1&hashed=-435768469)

Lot Attendant

All times are in Pacific Daylight Time.

| | |
|----------------------|--------------|
| ID | 2015-14396 |
| Job Locations | US-CA-Fresno |
| Posted Date | 10/8/2015 |

| | |
|----------------------|--------------|
| # of Openings | 1 |
| Store Name | Fresno Mazda |
| Category | Sales |

More information about this job:

Overview:

Lot Attendant/Service Porter

**5200 N. BLACKSTONE AVE.
FRESNO, CA
559-436-3900**

Entry Level – Lot Attendant – Valet – Porter

Lithia continues to grow and we are seeking an ambitious Lot Attendant/Service Porter to join our successful team.

Fresno Mazda Volvo is one of many Lithia Auto Stores. At Lithia we provide a unique blend of leadership skills with a culture that embodies our core values and the opportunity to work in a professional environment. Lithia also offers on-going training and advancement opportunities. Come and take the journey with one of the largest and most successful publicly traded retail automotive groups in the nation.

Job Description:

Responsibilities:

As a Lot Attendant/Service Porter you will be responsible for taking care of vehicles in the service area and for ensuring all vehicles are clean and ready for delivery to customers. This individual also assists with maintaining merchandise materials current on vehicles.

- Greet and assist customers dropping off vehicles for repairs.
- Moves and works with vehicles to maintain vehicle display and support vehicle sales activities.
- Delivers vehicles to sites and locations as required.
- Thoroughly clean (wash, vacuum and polish) and maintain all vehicles.
- Install disposable covers and floor mats in vehicle interiors being serviced.
- Apply chemical protecting coating to front of vehicles and windshields.
- Monitor tire pressure of vehicles; add air and fuel as needed.
- Recognize general vehicle repairs and/or building maintenance and notify management.
- Prepare sold vehicles for delivery.
- Prioritize vehicles that need to be prepped for delivery or washed based on general appearance.
- Maintain internal and external appearance and cleanliness of the store, showroom and lot.
- Set up and remove displays and associated material for special events.
- Assist the shuttle driver as needed.
- Run miscellaneous errands for the store.
- Perform other duties as assigned.

Entry Level – Lot Attendant – Valet – Porter

Qualifications:

- Operate a wide variety of cars, light trucks, and vans, with ability to drive both manual and automatic transmissions
- A team player who is focused on providing exemplary customer service
- Ability to multi-task in a fast paced work environment
- Professional appearance and work ethic
- Effective interpersonal communication skills
- Be at least 18 years of age
- Possess a valid in-state driver's license
- Pass a motor vehicle report and possess an acceptable safe driving record
- Pass a 7 year criminal background check and drug screen

Why Lithia?

We offer a comprehensive compensation and benefits package and all the tools you will need to be successful. Our offerings include:

- Medical, Dental and Vision Plans
- Paid Holidays & PTO
- Short and Long Term Disability
- Paid Life Insurance
- 401(k) Retirement Plan
- Employee Stock Purchase Plan



what: No experience
job title, keywords or company

where: **EXHIBIT # 11**
Fresno, CA
city, state, or zip

1 job Advanced Job Search

Receptionist/Office Assistant

Helados La Tapatia, Inc. - Fresno, CA

The Receptionist of the HLT is responsible for overall front office activities, including the reception area. The Receptionist will organize office communication and activities on a day-to-day basis with office, administration, and route sales supervisors. This individual's primary responsibilities include handling incoming calls and log-in visitors.

Responsibilities within the company will be added to this entry level position with continued experience and growth. Must be reliable, punctual, organized, and have demonstrated ability to juggle multiple priorities in a very busy office. Excellent interpersonal skills, pleasant phone manner, typing ability (data entry), and familiarity with Word and Outlook are required.

Responsibilities: Manages the reception area to ensure effective telephone and mail communications both internally and externally to maintain professional image. Processes check requests for office supplies and furniture, office equipment, etc. Supervises the maintenance of office equipment, including copier, fax machine, etc. Greets visitors. Answer and disseminate calls. Open and distribute mail. Manage conference room reservations and organize all aspects for meetings. Serve as point person for organizing all large meetings. Arrange and coordinate meetings for CEO, HR Assistant, Office Manager, Administrations and Supervisors. Update various spreadsheet sheets and other general administrative duties as needed. Perform duties as assigned by Chief Operating Officer

Qualifications: High school Diploma * Working knowledge of Copy machine, faxes, scanning, Federal Express and UPS * Good Planning and organizational skills * Well-developed interpersonal and communication skills * Professional appearance and manner * Computer literacy, specifically MS word for windows * Minimum 3 years relevant experience * At least two years of previous experience in office management * Experience with using QuickBooks, Excel, Word. * Knowledge and experience work on a fast pace environment. * Capacity to deal with ambiguity

Required experience:

- * Bilingual English/Spanish Fluently
- * Computer Skills Microsoft Programs, Excel 2013, Work
- * Good In Math Calculations
- * Quickbooks 2014 Experience

- Based on each individual experience: 2 years

Job Type: Full-time

Local candidates only:

- Fresno, CA

Required experience:

- Phone Ethics, Customer Service, Computer Skills, Microsoft programs, QuickBooks 2014, Detail Orient: 1 year

Required education:

- Associate

Required language:

- Bilingual English/Spanish Fluently

13 days ago - save job

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Please review all application instructions before applying to Helados La Tapatia, Inc..

Apply Now

» Apply Now

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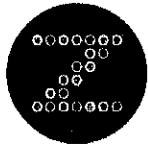


EXHIBIT #12

Team Member

CREAM Fresno

APPLY

SHARE

Description

We are looking for passionate, hardworking people who are willing to go the extra mile for a customer or fellow team member. If your great attitude, smile and positive energy are your most valuable assets please apply, we will teach

▼ More

Requirements/Responsibilities

Each Team Member is responsible for helping with all operational aspects of the CREAM store that includes but is not limited to: customer service, opening and closing procedures, and contributing to a positive work environment.

- Outgoing, fun and friendly personality with focus on customer service & satisfaction
- Help contribute to a positive team environment
- **No experience required**
- Outgoing, fun and friendly
- Food Handlers Certificate
- Ability to work a flexible schedule; days, nights, weekends, and holidays
- Ability to learn quickly
- Ability to understand and carry out oral and written instructions and request clarification when needed
- Ability to work as part of a team
- Strong interpersonal skills

Physical Requirements:

- Must be able to stand for long periods of time
- Climbing, reaching, walking, sitting, grasping, repetitive motions, a great deal of smiling
- Able to bend and lift up to 50 lbs.

*The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Compensation:

- Hourly + tips

Special Instructions

Please do not send any emails, resumes, or call.
We are making it really easy to apply for this position.

Simply submit a ZippyApp application package which may include the Common Employment Application, Resume, and a Cover Letter. In your Cover Letter, please write a short paragraph describing yourself and why you would make a great addition to our team.

Press the Apply button to get started now. If you don't already have a ZippyApp account, follow the on-screen instructions to create one.

ZippyApp is the Common Employment Application for online and mobile that allows you to apply for jobs with one click, and is being accepted at a growing number of businesses each day.

[Apply](#)

CREAM Fresno

EXHIBIT #13

Fresno Superior Court Human Resources

powered by
NEOGOV

Applicant Login
Job Opportunities
Promotional Opportunities
Transfer Opportunities
Job Descriptions
Job Interest Card

Job Title: Judicial Assistant I - Extra Help
Opening Date/Time: Fri, 10/09/15 12:00 AM Pacific Time
Closing Date/Time: Fri, 10/23/15 4:00 PM Pacific Time
Salary: \$17.31 - \$21.04 Hourly
Job Type: Extra-help
Location: **FRESNO SUPERIOR COURT**
Main Courthouse 1100 Van Ness Avenue
Fresno, California
Department: Multiple Departments

[Print Job Information](#) | [Apply](#)

| Description | Benefits | Supplemental Questions |
|---|----------|------------------------|
| <p><u>Recruitment closes October 23, 2015 at 4:00 p.m., but may close earlier once desired number of candidates have been reached.</u></p> <p><u>Those selected to move forward in the recruitment process will be required to take a Court administered typing test.</u></p> <p>DEFINITION: Under immediate supervision, performs a full range of clerical and administrative duties in support of courtroom and other court operations in accordance with statutes, regulations, and established policies, procedures, and legal requirements.</p> <p>DISTINGUISHING CHARACTERISTICS: Within this framework, Judicial Assistants are responsible for processing legal documents to ensure completeness and conformity to legal requirements. Judicial Assistants can be:</p> <ul style="list-style-type: none">* Assigned to the clerk's office;* Assigned to data entry in a courtroom;* Or assigned to clerk in a courtroom which includes participating in court proceedings in support of the judge. <p>Judicial Assistants may be required to explain court procedures to attorneys and the public in and outside of the courtroom. Judicial Assistants differ from Office Assistants in that only Judicial Assistants are assigned to work in the courtrooms and may be assigned to duties requiring greater knowledge of court procedures, rules and regulations.</p> <p>Judicial Assistant I is the entry level classification in this series. Incumbents are subject to closer supervision and review. Judicial Assistant II is the experienced level classification in this series. Incumbents are fully trained and expected to perform assignments with a minimum of supervision and review.</p> <p>Typical Tasks:</p> | | |

REPRESENTATIVE DUTIES: The information listed below is meant to serve as samples of essential job functions and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed.

All duties are subject to limitations established in the Court Human Resources policies, guidelines, and labor contract provisions. All duties are performed in accordance with California State Law, Rules of Court, and established statutes, rules, and procedures.

Typical tasks:

- * Receives, sorts, prepares, examines, and processes legal documents for accuracy, conformity, jurisdiction, and/or validity; certifies and issues documents which primarily occurs in the clerk's office, but may also be required in the courtroom;
- * Attends court sessions and records minutes of actions and proceedings as clerk to a judge; participates in court proceedings by reading charges and recording pleas; administers oaths or affirmations to witnesses and jurors; and reads jury verdicts;
- * Receives, records, marks, secures, takes custody of exhibits, and maintains control of evidence including weapons, hazardous material, and other valuable items during court proceedings;
- * At the discretion of a judge, prepares and issues legal orders including but not limited to, warrants, writs, orders, petitions, subpoenas, abstracts, and other official documents on behalf of the court; and recalls warrants, prepares judgments, and dismissals;
- * A copy, seals, scans, and destroys cases in accordance with established codes and court procedures;
- * Impanels juries and records challenges and proceedings during jury selection; documents jury services; computes compensation due; and ensures attorneys have paid jury and court reporter fees;
- * Coordinates jury room activities including jury dismissal, checking in jurors, answering questions regarding procedure, preparing panel lists, preparing jury summonses, and processing jury pay, mileage reimbursement, and requests for excusal;
- * Maintains court calendars and other relevant court case information;
- * Performs clerical duties such as filing, typing, data entry, copying, scanning, assembling, and distributing legal documents;
- * Operates telephone systems including screening, transferring, or referring calls;
- * Operates office equipment including, but not limited to, word processors, copiers, scanners, fax machines, computer terminals, and microfiche readers;
- * Sends and retrieves physical files from various court locations; boxes files; and conducts file searches;
- * Without providing legal advice, assists the public, attorneys, justice partners, and court staff in person and/or by phone; provides complex procedural and other information regarding status of legal cases and case histories; and answers inquiries and explains court and legal filing procedures, processes, forms, fees, and basic Rules of Court;
- * Receives, processes, and records payments of fines, fees, and other charges at the public counter or through mail; and balances a cash drawer on a daily basis;
- * Maintains records of statutory time limits for rulings of submitted cases, maintains manual logs, and automated case files;
- * Performs a variety of duties for limited periods of time for the purpose of professional development and/or to provide relief coverage;
- * Pulls and delivers court records and documents as requested; certifies and exemplifies copies of requested records; retrieves files and assembles documents; accesses databases and court case management systems to update and retrieve information; and reviews documents for completeness;
- * Processes incoming case correspondence; makes docket entries; notifies parties of orders and requests of the court; and calendars court hearings in the case management system. Functions may be performed in the clerk's office or in the courtroom;
- * Performs other duties as assigned.

EXPECTED KNOWLEDGE, SKILLS AND ABILITIES:

As applicable to assigned areas of responsibility.

Knowledge of:

- * Laws, legal codes, terminology, court procedures and rules, precedents, government regulations, and executive orders;
- * Legal forms, documents, legal waivers and legal time limits, and terminology relating to all court divisions including, but not limited to, Civil, Criminal, Family Law, Juvenile, Probate, and Traffic;
- * Policies and procedures related to the division to which assigned and regulations governing the intake, maintenance, disclosure, transfer, and safeguarding of subpoenaed records, court documents, public records, court exhibits, and court related information;
- * Appropriate levels of confidentiality regarding sensitive and confidential court documents and records.
- * Principles of office organization, practices, and procedures including recordkeeping and filing;
- * Cash handling skills and application of basic arithmetic;
- * Telephone etiquette and principles of customer service;
- * Office equipment, automated case management systems, and software applications;
- * Well versed in the English language and the fundamental principles of spelling, grammar, and punctuation.

Skills and Ability to:

- * Maintain regular and consistent work hours;
- * Keyboard extensively and type accurately at a minimum of 35 words per minute to perform the duties of the position;
- * Oral Expression: The ability to communicate information and ideas in speaking so others will understand;
- * Oral Comprehension: The ability to listen and to understand information and ideas presented through spoken words and sentences;
- * Written Expression: The ability to communicate information and ideas in writing so others will understand;
- * Written Comprehension: The ability to read and understand information and ideas presented in writing;
- * Assist people of diverse socioeconomic backgrounds and temperaments;
- * Respond appropriately to sensitive and/or confidential issues;
- * Remain flexible while working in a high pressure environment which requires planning, organizing, prioritizing, and completing work rapidly and accurately in spite of frequent interruptions;
- * Simultaneously work on multiple tasks and meet legal, procedural, and established deadlines;
- * Screen and evaluate the judicial officer's correspondence, telephone calls, and visitors to ensure Judge's involvement only in * Documenting/Recording Information: Entering, recording, storing, or maintaining information in written or electronic form;
- * Understand and be able to comprehend and apply a variety of administrative and departmental policies as well as procedures, laws, and rules;
- * Effectively represent the department in situations requiring tact, diplomacy, and poise;
- * Answering phones, filing court documents, or maintaining office supplies or equipment;
- * Processing Information: Compiling, categorizing, calculating, tabulating, auditing, or verifying information or data;
- * Provide quality customer service, and establish and maintain effective working relationships with judicial officers, court employees, members of the public, and others encountered in the course of work.

Minimum Qualifications:

WORKING CONDITIONS: The incumbent will primarily work in a climate-controlled office setting under artificial lighting. Incumbent may also be required to travel and occasionally may be exposed to a variety of altering weather conditions (extreme cold or hot weather).

Physical Demands:

- * Strength, dexterity, coordination, and vision to use a keyboard, computer monitor, and other office equipment on a daily basis and for extended periods of time;
- * Fine finger manipulation, dexterity, and coordination to handle files and single

pieces of paper;

* Forceful and repetitive gripping, grasping, and pinching;

* Occasional lifting and carrying of objects weighing up to 25 lbs. such as files, stacks of paper, and other materials;

* Frequent reaching for items on shelves, above, at, and below desk/shoulder level;

* Exerts up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move, torque, twist, push, and pull objects;

* Frequently sit for extended periods; frequently stand for extended periods; and frequently walk, move, bend, stoop, lift, and stretch;

* Able to move to different locations such as, but not limited to: courtrooms, clerk's office, various departments, other court facilities, and desk assignments based on the operational needs of the Court; * Able to traverse inside and outside over uneven ground and pavement;

* Perform repetitive writing, typing, copying, filing, scanning, and document stamping;

* Employees are regularly required to verbally communicate both in person and by telephone;

* Corrected hearing and vision to normal range.

BACKGROUND INVESTIGATIONS: Convictions, depending on the type, number and date, may be disqualifying. Court employees shall be subject to a modified background investigation and fingerprinting. False statements or omission of facts regarding background or employment history may result in disqualification or dismissal.

Additional Information:

MINIMUM QUALIFICATIONS:

Education:

Level I/II: Graduation from High School or G. E.D. equivalent.

Experience:

Level I: A minimum of two years full-time clerical experience in a Court or legal office preparing or processing legal documents. Up to one year of business training in an approved school or training program can be substituted for a maximum of one year of experience.

Level II: Two and one half years of increasingly responsible clerical experience in the Fresno Superior Court. One year of business training in an approved school or training program can be substituted for a maximum of one year of experience.

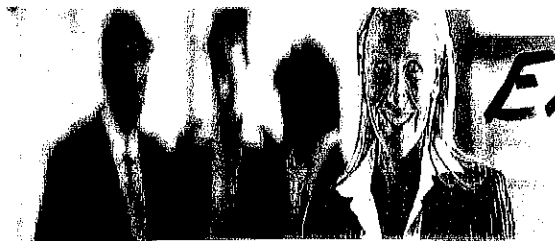
OR

Level III: Any combination of relevant experience and/or education that would demonstrate that the individual possess the necessary knowledge, skills, and abilities as determined by the Court Executive Officer.

Other:

Level III: Type at a rate of 35 wpm and possess a typing certificate. The typing certificate must be from an authorized agency and must be dated within one calendar year to the closing date of the position.

License: A valid California class C driver's license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.



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Job Description

Retail Sales Associate

Requisition ID: 1500004898

Primary Location: United States-California-Fresno
Organization: Architectural Coatings N.A.
Schedule: Full-time
Job Posting: Oct 12, 2015, 7:32:37 AM

Description

Join our team and show your colors to the world!

PPG Architectural Coatings is a respected leader in the paint industry. A business unit of PPG Industries, the world's leading coatings and specialty Products Company, we manufacture and sell our products through home centers, independent dealers, and through a network of company-owned stores across North America.

With over 900 retail centers in North America, we continue to grow. Currently we are seeking a **Retail Sales Associate** to join our team. Within our stores channel, we sell a wide range of architectural coatings and sundry items to industry, builders, contractors, and home owners. Experienced and entry level candidates are welcome to apply! Join a leading team today!

As a Retail Sales Associate, you will be responsible for providing exceptional customer service and developing relationships with a variety of customers as a part of a fast-paced, dynamic sales team.

Other responsibilities include:

- Developing working relationships with paint contractors
- Processing cash and credit transactions through point of sale (POS) terminal
- Tinting and matching paint samples
- Staining colors and making product recommendations to customers
- Lifting, moving, and stocking one and five gallon paint buckets
- Promoting assorted products to compliment paint products
- Delivering products to customer occasionally
- Maintaining an understanding of local market, operations-based selling, and customer base
- Maintaining a neat and orderly store, keeping interior/exterior safe and attractive
- Maintaining safe and ethical working environment

Qualifications

In the **Retail Sales Associate** role, you must be a high-energy individual, able to work in a fast-paced environment and able to learn quickly. You must have a customer-centric attitude and enjoy interacting with different types of people and personalities.

Other requirements include:

- High school diploma or equivalent certification
- Strong customer service skills
- Attend to details while engaging in work of a repetitive nature
- Ability to work flexible shifts and hours
- Good verbal and written communication skills
- Must possess a valid driver's license
- Ability to lift 80 lbs. infrequently and 40-60 lbs. routinely
- Requires stooping, kneeling, crouching, lifting, carrying, and reaching
- Working knowledge of Microsoft Office and internet applications
- Bilingual candidates proficient in English and Spanish a plus but not required
- Must pass a hair drug/toxins test and a background check

About Us

PPG Industries' vision is to continue to be the world's leading coatings and specialty Products Company. Through leadership in innovation, sustainability, and color, PPG helps customers in industrial, transportation, consumer products, and construction markets and aftermarkets to enhance more surfaces in more ways than does any other company. Founded in 1883, PPG has global headquarters in Pittsburgh and operates in nearly 70 countries around the world. Sales in 2014 were \$15.4 billion.

PPG Architectural Coatings impressive line-up of residential, commercial, and industrial paint brands offers a wide range of choices to meet everyone's needs – from consumers to interior designers, painting contractors to property managers, and developers to architects.

**Join an industry leading company!
Apply today!**

www.ppgac.com/careers

All qualified applicants will receive consideration for employment without regard to sex, pregnancy, race, color, creed, religion, national origin, age, disability status, protected veteran status, marital status, sexual orientation, gender identity or expression, or any other legally protected status. PPG is an Equal Opportunity Employer.

To read more about Equal Employment Opportunity please see attached links:

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