



Calaveras County Superior Court  
Invites Applications for the Position of

## **COURT CLERK I/II**

**Application Deadline: November 6, 2015 at 3:00p.m. (Postmarks are not accepted)**

**SALARY: Court Clerk I \$14.29-17.37 per hour**

**Court Clerk II \$16.10-19.58 per hour**

### **THE POSITION:**

Under general supervision, provides a wide variety of general clerical support for the courts and does other related work as required.

### **DESIREABLE QUALIFICATIONS:**

#### **Court Clerk I**

##### **Proficient Knowledge of and Ability to:**

- Establishment and maintenance of filing and information retrieval systems.
- Personal computers and standard software applications related to court support work.
- Basic filing and financial record keeping systems.
- Basic accounting practices.
- Office procedures and practices.
- English grammar, punctuation and spelling; communicate effectively using the English language, both orally and in writing.
- Mathematics sufficient to take and receipt cash money, accurately calculate and give change, balance a cash drawer and perform calculations using addition, subtraction, multiplication and division.
- Accurately set up, monitor and maintain financial records.
- Work independently and follow instructions.
- Establish and maintain cooperative working relationships with others, individually and in a team environment.
- Learn court policies, procedures, documents and terminology affecting assigned functions.
- Ability and willingness to accept varied work assignments.
- Maintain confidential information.
- Handle high levels of stress satisfactorily and be congenial with other employees, court professionals and the public.
- Ability to sit for extended periods of time; frequently stand and walk or otherwise move within the court; normal manual dexterity and eye-hand coordination; corrected vision to normal range; verbal communication; use of office equipment, including computers, telephones, calculators, copiers and fax machines; lift boxes of stored documents weighing up to 30 pounds.

- Tolerate exposure to: evidence and testimony that may be disturbing, such as photographs of murder scenes and victims; evidence that may include syringes, drugs, weapons and blood; defendant and witnesses who may potentially be verbally or physically abusive, allergens, such as perfumes and dust; and unpleasant odors, such as unwashed clothing, chemicals offered into evidence and unwashed people.

### **Court Clerk II**

In addition to the knowledge and abilities required of the Court Clerk I, the Court Clerk II requires:

- Legal procedures, documents and terminology used in court cases.
- A variety of policies, rules, procedures and regulations.
- Statutes, policies and procedures, documents and terminology affecting assigned functions.
- Perform a wide variety of complex and specialized clerical and accounting support work.
- Interpret, explain and apply a variety of policies, rules, procedures and regulations.
- Locate, read and understand statutes and instructions related to court processes and proceedings.
- Understand and follow court calendar procedures.
- Gather, organize and present a variety of data and information.
- Prepare clear, concise and accurate minutes, records and reports.
- Effectively represent the court in responding to inquiries, providing assistance and dealing with concern from the public, community organizations, other County staff and agencies.
- Perform a wide range of case processing functions.
- Attend court sessions and perform a variety of support functions.
- Take and transcribe notes of court proceedings.
- Prepare and maintain court calendars.
- Work proactively and interact positively with all court staff, other staff contacted during the course of performing job duties, and the public.

#### **Essential Job Functions:**

*Duties may include, but are not limited to:*

Receives legal documents; examines documents for completeness and conformity to requirements; return unacceptable documents; affixes seals and stamps to endorse, certify and/or file documents. Receives, reviews, processes, certifies and prepares required legal documents and records for court sessions. Prepares and maintains documents and exhibits; files legal documents and related case materials; retrieves and delivers files and documents to court or appropriate parties; maintains court records and files. Advises attorneys, agencies and the public on the status of cases in a professional and courteous manner; provides procedural information; answers inquiries and explains filing processes; explains fees and fines; assists individuals in locating material and information. Prepares documents in conformance with court orders; issues legal documents, such as warrants, writs, subpoenas, abstracts and other official documents on behalf of the court in accordance with policies and procedures; recalls warrants, exonerates bail, prepares judgments and dismisses or seals cases in accordance with established codes and court procedures. Accepts fines and fees; maintains and updates financial records. Prepares court calendars and/or schedules cases for hearings, conferring with the appropriate individuals according to established procedures; distributes calendars and related case files for review. Performs a variety of office and court support work; prepares letters, correspondence, forms and other documents; maintains copies of documents; operates computers, maintains and updates files and databases; generates computer reports; performs word processing; operates office equipment; maintains and retrieves archived records.

#### **EXPERIENCE/TRAINING:**

For an entry-level classification, one year of general clerical experience. For a more advanced point of entry into the classification system, two to four years of clerical experience in a court environment, or five years of clerical experience in the legal field; successful completion of a related training course as a legal secretary or paralegal may be substituted for up to one year of the required experience.

**License Requirements:**       None.

**COMPENSATION AND BENEFITS:**

Court Clerk I: \$14.29 - \$17.37 per hour.

Court Clerk II: \$16.10- \$19.58 per hour.

Placement within the range is dependent on the qualifications of the selected applicant.

Benefits include:

The Court provides a comprehensive benefit package to employees who qualify. Benefits include medical, dental, vision, EAP, deferred compensation, life and long-term disability insurance, along with paid vacation and sick leave. Permanent employees do not pay Social Security, but are members of the Public Employee's Retirement System. Appointments are normally made at the first step of the salary schedule. A one-year probationary period is standard. After successful completion of the one year probationary period, a 5% merit raise may be granted. Merit raises may be granted annually thereafter to the top step.

**APPLICATION AND SELECTION PROCESS:**

Complete a Calaveras Superior Court application form and submit by mail to:

**Calaveras Superior Court  
Attn: Human Resources  
400 Government Center Drive  
San Andreas, CA 95249**

*Applications can be obtained at the Courthouse or downloaded from the Calaveras Superior Court  
Website at:*

**[www.calaveras.courts.ca.gov](http://www.calaveras.courts.ca.gov)**

**Filing Deadline:** The application filing period may be closed at any time after fourteen days from the original issue date (October 16, 2015) if sufficient applications have been received. Therefore, it is important to submit your application as soon as possible.

**Selection Process:** A committee will review all applications and only the best-qualified candidates will be invited for testing and possible interview depending on the results of your test. The interview will be weighted along with the results of the written test. The top finalists will be contacted by the Human Resources Department for scheduling of an oral interview, background check and selection. An eligibility list will be established and will be valid for 1 year. Incomplete applications will not be processed. Resumes or cover letters are not accepted in lieu of a completed application. **It is not acceptable to complete the application with statements such as "see resume" or "see attached."** If you believe you have a disability that would make it difficult to participate in any portion of the recruitment process and would require reasonable accommodation, contact the Calaveras Superior Court at 209-754-6140.