Plumas Superior Court
Announces an open recruitment for:
Court Clerk I/II/III

$23.78-$28.93 – Court Clerk I
$26.23-$31.90 – Court Clerk II
$28.93-$35.19 – Court Clerk III

Final Filing Date: Open Until Filled

$2000 Sign on Bonus

Paid upon successful completion of probation

POSITION SUMMARY

Under varying levels of supervision, incumbents assigned to the Court Clerk series receive, examine, prepare and process a variety of legal documents in support of court operations, and perform related duties as required. May attend court sessions to record and/or assist in proceedings; prepare official record of court proceedings; prepare and maintain related documents, and perform related duties as assigned.

EXAMPLES OF ESSENTIAL DUTIES The following duties are typical of those performed by the incumbents in this class

- Receives and examines legal documents for accuracy, completeness and conformity to requirements; returns unacceptable documents; affixes seals and stamps to endorse, certify and 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.
- Attends court sessions and takes minutes of action and proceedings; requests clarifications of instructions and order of actions to properly note the official court record.
- Impanels and polls jurors, records challenges, administers oath or affirmations to witnesses and jurors and records jury service and compensation due to jurors.
- Jury Services

- 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.
- Perform clerical functions for mediation, self-help, and jury services.
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of

- Establishment and maintenance of filing and information retrieval systems
- The operation of standard office equipment and personal computers including standard software applications
- Basic filing and financial record keeping systems
- Correct punctuation, grammar, and spelling
- Basic accounting practices

Ability to

- Interpret, explain and apply a variety of policies, rules, procedures, and regulations
- Read and understand statutes and instructions related to court proceedings
- Provide assistance and deal with concerns from the public, community organizations, and other agencies
- Make mathematical calculations necessary to carry out assigned functions
- Establish and maintain cooperative working relationships with others
- Learn to use a personal computer and software, including word processing, databases, and other job-related applications and systems
- Learn court policies, procedures, documents and terminology affecting assigned functions and follow instructions
- Maintain confidential information and use sound judgment in performing duties
- Handle high levels of pressure satisfactorily and be congenial with other employees, court professionals and the public

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:

COURT CLERK I

A high school diploma or its equivalent; one year of full-time, paid or volunteer clerical experience involving public contact, legal clerical or a closely related field, **or** a combination of education and work experience that provides the level of knowledge required of incumbents of this classification level.

COURT CLERK II

Two years of full-time experience in the classification of Court Clerk I or equivalent in any California Superior Court **or** three years of full-time, paid or volunteer clerical experience involving public contact, legal clerical or a closely related field.

COURT CLERK III

Four years of full-time experience in the classification of Court Clerk II or equivalent in any California Superior Court **or** five years of full time, paid or volunteer clerical experience involving public contact, legal clerical or a closely related field.

PHYSICAL REQUIREMENTS

May be required to possess or obtain by appointment date a valid California operator's license issued by the California Department of Motor Vehicles. Incumbents must have the ability to operate a motor vehicle and provide valid proof of insurance. If unable to operate a motor vehicle, incumbents must provide proof of the ability to arrange transportation for travel. Upon receipt of a conditional job offer, candidates will be required to undergo a criminal background investigation.

ENVIRONMENTAL AND FUNCTION FACTORS

Incumbents will perform work inside of buildings; work in a controlled environmental facility; work alone or closely with others; perform work while standing or sitting; must be able to communicate verbally with co-workers and other individuals; use fingers on both hands; be able to hear well; must be able to see clearly and up close; position may require the incumbent to stand or walk part of the time with minimal bending, stooping, squatting, twisting, reaching, or working on irregular surfaces; may require light physical effort which includes infrequent lifting of up to ten pounds and occasional lifting of up to twenty-five pounds.

BENEFITS

- Salary is negotiable within the salary range based on education and experience.
- Vacation: 10 days, first and second years; 15 days third through seventh year; 21 days eighth year on
- Floating Holidays: 2 days (16 hours) per court fiscal year
- Year End Holiday: 1 day to be used last 2 weeks of the calendar year
- Sick Leave: 1 ¼ days per month
- Holidays: 13 fixed holidays per calendar year
- Health Insurance: Medical, Dental and Vision provided with Court subsidy in fixed amount based on coverage elected
- Retirement: Membership in CalPERS retirement plan
- Deferred Compensation Plan and Supplemental Insurance: available at employee cost and election

OTHER REQUIREMENTS

- Possession of or ability to obtain a valid California Driver's License issued by the Department of Motor Vehicles
- Criminal History and Background Check – Candidates are required to pass a fingerprint clearance by the Federal Bureau of Investigation and Department of Justice.

APPLICATION PROCESS

It is the responsibility of the applicant to ensure delivery of the completed application, resume and cover letter either (1) by email to **pschr@plumas.courts.ca.gov**; (2) in person between the hours of 8:00 a.m. and 3:00 p.m., or by mail to:

Superior Court of California
County of Plumas
520 Main St., Room 104
Quincy, CA 95971
ATTN: HR

- Faxed applications are not acceptable
- An application without signature; cover letter; resume'; or sufficient detail will constitute failure of the first step of the application process, and the application will be rejected.

Court applications are available on the website or can be picked up at the Courthouse.

Selection Process: The selection process will consist of an application, resume and cover letter. Each application, resume and cover letter will be reviewed and only the most qualified applicants, based on the information presented, will be invited to participate further in the examination process. The examination process will include an oral interview and may include a performance exam.

THIS JOB SPECIFATION SHOULD NOT BE CONSTRUED TO IMPLY THAT THESE REQUIREMENTS ARE THE EXCLUSIVE REQUIREMENTS OF THE POSITIONS. EACH INCUMBENT DOES NOT NECESSARILY PERFORM ALL DUTIES. ADDITIONALLY, INCUMBENTS MAY BE REQUIRED TO FOLLOW INSTRUCTIONS AND TO PERFORM OTHER JOB-RELATED DUTIES AS REQUIRED.

The Plumas County Superior Court is an equal opportunity employer and encourages applications from all persons regardless of race, color, sex, religion, age, national origin, ancestry, genealogy, physical, or mental disability, medical condition or marital status. In compliance with the Americans with Disabilities Act and California law, the court will engage in an interactive process to provide reasonable accommodation to qualified individuals with disabilities. If you require accommodation, please notify Court Administration, (530) 283-6016.