

# **SUPERIOR COURT OF CALIFORNIA COUNTY OF PLUMAS**

**Invites Applications for the Position of**

## **Court Clerk Part-Time, Temporary**

**Salary: \$23.78 hourly**

**Final Filing Date: Open Until Filled**

### **The Position:**

Under general supervision of the Court Clerk Supervisor, performs administrative and clerical tasks in support of court operations. These duties may include answering phones, public window support, and filing or records.

### **Distinguishing Characteristics**

This classification is distinguished from regular Court positions by its temporary, part-time nature and is not eligible for benefits. The term of this position will be from July 6, 2026, to September 30, 2026, and may be extended for an additional 3 months. The position is limited to 24 hours per week.

**Essential Duties:** Essential duties include, but are not necessarily limited to the following:

- Perform clerical tasks including filing, scanning, indexing, and mail processing.
- Assist in answering phones.
- Provide customer service and the public filing window.
- Assist with data entry and maintain records in case management systems.
- Provide customer service via phone, email, or in person, as appropriate.
- Support special projects.
- Maintain confidentiality and comply with Court policies and procedures.

**Knowledge of:** Basic office practices and procedures; Microsoft Office applications (Word, Excel, Outlook).

## **Ability to:**

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

**Judgment and Responsibility:** Exercise sound judgment in handling confidential and sensitive information; follow established procedures and seek guidance when necessary; work independently on routine tasks and prioritize assignments to meet deadlines.

**Education and Experience:** High School diploma of equivalent GED and 6 months of secretarial or office administrative experience in a court or legal setting.

## **Other Requirements**

- Possession of 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](mailto: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.

**\*If you require accommodation in the examination/interview process, please contact Court Administration at (530)283-6016 at least five (5) days before a scheduled interview/examination\***