

SUPERIOR COURT OF CALIFORNIA COUNTY OF PLUMAS

Invites Applications for the Position of

Records Clerk Part-Time

Salary: \$23.78 hourly, non-benefited

Final Filing Date: Continuous

The Position:

Under general supervision of the Court Clerk Supervisor, performs a variety of clerical duties in support of court operations. The position is a 4-hour workday.

Distinguishing Characteristics:

This is an entry level requiring the incumbent to perform a variety of routine, repetitive tasks. Incumbents will have responsibility to collect, sort, file, and retrieve a variety of documents, case files and mail.

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

- Retrieve, sort, and deliver court documents and files.
- Operation of postage machine, fax machine, computer, and scanner.
- Travel to and from local storage for retrieval of files.
- Prepare and sort incoming and outgoing mail.
- Delivery of interoffice mail between court and county agencies.
- Maintain confidentiality and comply with Court policies and procedures.

Knowledge of:

- Basic office practices and procedures.
- Operation of standard office equipment.

Ability to:

- Perform basic clerical tasks.
- Communicate effectively, both orally and in writing.
- Organize work and manage time.
- 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.

Education and Experience: High School diploma or equivalent GED. Some clerical experience preferred but not required.

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; (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.

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