Superior Court of California
County of Humboldt

Human Resources Department
825 Fifth Street, Room 301
Eureka, CA 95501
Phone: (707) 269-1245 Fax: (707) 445-5769
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FOR

COURT LEGAL PROCESS CLERK I

(Full-time is 40.0 hours per week)
Salary Range $2083.47 to $2542.80/month plus a generous benefit package
EOE/ADA

Final filing date: November 24, 2014 **Written Exam Date to be Announced**

Position Description

Court Legal Process Clerk I is the entry level position in this Court Office support classification series; initially under close supervision, an incumbent in this class learns general office knowledge and specific Court policies and procedures.

Example of duties: (the following list of duties is used for illustrative purposes only)

- Receive and examine legal documents, examine documents for completeness and conformity to requirements, return unacceptable document, and affix seals and stamps to endorse, certify and/or file documents;
- Prepare and maintain documents, file legal documents and related case materials, retrieve and deliver files and documents to court or appropriate parties;
- Provide information regarding court procedures, answer inquiries and explain legal filing processes, explain fee and fines, assist individuals in locating material and information;
- Verify, enter, retrieve, correct, and update information in manual or automated record-keeping systems, operate standard office equipment such as typewriter, word processor, computer terminal, copy reproduction or facsimile machine, calculator and telephone;
- At the direction of the judge, prepare and issue legal orders such as warrants, writs, orders, subpoenas, abstracts, and other official documents on behalf of the court, recall warrants, exonerate bail (not bail bonds), record judgments, and dismiss or seal cases in accordance with established codes and court procedures;
- Prepare a variety of documents related to court operations including court orders, court calendars, notices of hearings, court appearances, or petitions, and coordinate the flow of documents necessary for court assignments;
- Accept fines and fees, issue receipts and balance cash drawers;
- Organize own work, set priorities and ensure that critical deadlines are met;
- Organize and maintain varied general and departmental files, maintain filing systems and purge outdated materials as required; maintain tickler files and independently follow up on Court and office matters; and
- May be assigned to substitute for the Courtroom Clerk on a relief basis or training and development.

Desirable Qualifications

Knowledge, Skills, and Abilities: General educational development at a level typically associated with completion of a general high school curriculum; basic clerical skills and knowledge of court and legal processes such as:

Knowledge of:

- Court office procedures, codes, processes and terminology;
- Basic business data processing principles and the use of word processing or personal computing equipment;
- Principles and techniques for dealing with the public, often when relations may be strained;
- Business letter writing and the standard formats for typed materials;
- Correct English usage, including grammar, spelling and punctuation; and
- Business arithmetic.

Skilled in:

- Explaining and applying a variety of legal terminology and concepts and technical Court procedures related to office support work;
- Organizing and maintaining accurate files and records;
- Performing detailed office support accurately;
- Prioritizing work and coordination of several activities;
- Operating standard office equipment, including a word processor and/or a personal or on-line computer; and
- Making accurate arithmetic calculations.

Experience and Education:

Equivalent to the completion of a general high school curriculum, including the use of standard office equipment and a working knowledge of computer software systems.

Other Requirements

- Typing accurately at an appropriate rate per minute to produce final documents;
- Enter information into a computer system in a timely manner (suggested minimum of 40 WPM);
- Possession of a valid California driver's license; and
- Completion of a detailed background and/or criminal history check.

Employment Eligibility

It is the Court's intention to hire only those workers who are authorized to work in the United States, pursuant to the Immigration Act of 1990. If you are offered employment you will be required to verify your eligibility to work in the United States. The Superior Court of California, County of Humboldt encourages applications from all persons regardless of their race, color, sex, religion, age, national origin, ancestry, physical, or mental disability, medical condition or marital status. Disabled persons are encouraged to apply for all positions with the Superior Court of California, County of Humboldt. Reasonable accommodation may be made for the interview or testing process as well as the work site.

Policy of Nondiscrimination

Superior Court of California, County of Humboldt does not discriminate on the basis of mental or physical disability in the admission or access to, or treatment or employment in, its programs or activities. The Court offices are wheelchair-accessible by entering the Courthouse from 4th or 5th Street and taking the elevator. Special interview arrangements may be made to accommodate disabilities or religious convictions. Contact the Human Resources Department at (707) 269-1245 well in advance of the exam/interview for assistance.

Benefit Package includes:

- Sick Leave - 12 days annually
- Family Sick Leave - 5 days annually
- Bereavement Leave - 5 days per event
- Vacation - begins with 2 weeks/yr. & increases with longevity
- Paid Holidays - 13 + 2 personal holidays
- Choice of 6 PERS Health Ins. Plans
- Dental & Vision Plans
- Life Insurance provided by employer ($25,000.)
- 457 Deferred Compensation Plan available
- Membership in Public Employee's Retirement System (2.0% @ 62yrs; Employee contribution is 6.25% of salary as pre-tax dollars)
- Flexible Spending Account (FSA) available

How to apply for the position:

A job application must be completed. A job application may be obtained by contacting the Superior Court of California, County of Humboldt, Human Resources Department, 825 Fifth Street, 3rd floor, Room #301, Eureka, CA 95501: in person, by e-mail request at HR@humboldtcourt.ca.gov, on our website at www.humboldt.courts.ca.gov, or by calling 707-269-1245. It is important your application show all of your relevant experience and education. Be sure to fill out all the information requested in the application. A resume will not take the place of the application. The application must be signed and dated.

The completed original application must be filed with Court Human Resources no later than 5:00 PM on Monday, November 24, 2014. Faxed applications will be accepted at 707-445-5769 and must be followed by the original application postmarked no later November 24, 2014. Postmarks will not be accepted unless the faxed application is received by 5:00 PM on Monday, November 24, 2014.