



Superior Court of California County of Humboldt

*Human Resources Department
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COURTROOM CLERK

(Full-time is 37.5 hours per week)

**Salary Range \$2726.-3327/month plus a generous benefit package
EOE/ADA**

Final filing date: July 12, 2013

Position Description

A Courtroom Clerk performs a variety of clerical and administrative duties in both a courtroom and office setting, supports court procedures and performs other related duties as assigned. The duties of this position include, but are not limited to the following:

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

- Attends court sessions and take minutes of actions and proceedings;
- Request clarification of instructions and other court actions, to properly note the official court record;
- Examine ledgers, reports and other financial documentation for technical defects and accuracy;
- Maintains court records and files, such as records of court-appointed counsel and experts;
- Receiving, marking and taking custody of evidence;
- Impaneling juries and recording challenges, jury service, and compensation due jurors;
- Prepares and reviews for format and content, a variety of court documents; and
- Calendar setting and case management for assigned court.

Desirable Qualifications

Knowledge, Skills and Abilities: General educational development at a level typically associates with the completion of a general high school curriculum: the ideal candidate will possess the following knowledge, skills and abilities: basic clerical skills and knowledge of court and legal processes such as:

- Training in, or working knowledge of , the legal system and courtroom procedures;
- Proper use of the English language, including grammar and spelling;
- Modern office methods, procedures and equipment;
- Computer applications and processes relevant to case management; and
- Ability to exercise sound judgment in performing duties and maintaining confidentiality.

Qualifications

To qualify for this position, an applicant must possess a combination of experience and education that would produce the required knowledge and abilities. A desirable combination would be:

Experience: One year experience in a court setting, or the equivalent in training, or a working knowledge of the legal system and courtroom procedures.

Education: Equivalent to the completion of a general high school curriculum, including the use of standard office equipment and training in, or a working knowledge of, the computer software systems used in a court environment.

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
- Vacation - begins with 2 weeks/yr. & increases with longevity
- Paid Holidays - 13 + 2 personal holidays
- Choice of 4 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, Rm #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.

PLEASE FOLLOW DIRECTIONS CAREFULLY – Incomplete applications will be rejected

