



The Superior Court of the State of California, County of Del Norte
is accepting applications for

Court Clerk I

Application Deadline: March 20, 2017

Salary:

Court Clerk I-

Hourly

\$ 12.9422-\$13.8805

To Apply: Applicants are required to submit a thoroughly completed and signed Court application postmarked no later than March 20, 2017. Applications are also available at www.delnorte.courts.ca.gov. Most qualified applicants will proceed to the examination process. Resumes in lieu of the application will not be accepted. Documents received after the closing date and time will not be considered. Documents received with the application will not be returned to the applicant. **Applications must be mailed to Del Norte Superior Court, 450 H Street, Rm 209, Crescent City, California 95531.** No fax or emails will be accepted.

Definition: This may be filled as temporary, part-time or regular employment. Status of job availability is predicated upon funding restrictions at the time of employment offer. Regular Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600, et seq.).

Under varying levels of supervision, to receive, review, process and prepare various legal documents in support of Court operations, and perform related duties as assigned. Employees shall have the ability to direct all telephone inquiries, distribute mail, file documents, file and retrieve case files, enter data in the court management system, receipt money for traffic payments and processes all types of documents either delivered or at the public counter.

Experience and Training: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. All levels require equivalent to the completion of the twelfth grade, and

Court Clerk I: Twelve months of general clerical experience, preferably in a legal or criminal justice office.

Qualifications: Other duties and responsibilities applicable to level of class may be assigned as necessary.

Court Clerk I:

Knowledge of: Business letter writing and basic report preparation, telephone etiquette, principles and procedures of filing and record keeping, techniques of filing and indexing, English usage, spelling, grammar and punctuation.

Ability to: Use a keyboard for typewriter and computer, learn the organization, procedures and operating details of the Courts, learn and apply the applicable Statutory Codes, California Rules of Court and Local Rules relating to court procedures, prepare and maintain reports, records and logs, establish and maintain working relationships and is responsible for his or her own actions, communicate clearly and concisely, both orally and in writing, learn legal terminology, forms and procedures, learn legal report preparation, organization, procedures and operating details of the court operations courts or a unified court.

Selection Procedure: Application packets will be reviewed for minimum qualifications. Applications that contain documentation that the applicant meets the minimum requirements *may* be referred to a screening committee. Candidates with the most directly related experience, education, and training *may* be invited to a written, performance and/or oral exam and interview. A background investigation and clearance is required prior to appointment this process *may* include, but are not limited to: physical examination, drug/alcohol testing, review of credit history, and criminal or DMV reports. This recruitment may establish an eligibility list of persons who have successfully completed the selection process for this position. The information provided in this announcement is general in nature and does not constitute an expressed or implied contract.

Benefit Summary: Benefits outlined below are eligible to regular, some part-time and limited term employees. Temporary employees are not eligible for the benefits outlined.

- **Health and Dental Insurance**
- **PERS Retirement:**
Vested at 5 years
Reciprocity with certain government agencies
- **Deferred Compensation Program**
- **Vacation:**
1-3 years= 12 days
4-9 years: 15 days
10-15 years: 20 days
16-20 years: 25 days
21 + years: 30 days
- **Sick Leave:** 12 days per year
- **Personal Leave Days:** 3 days per year
- **Bereavement Leave:** 5 days per year
- **Court Holidays:** 13 days per year

Del Norte Superior Court does not discriminate on the basis of race, religious creed, national origin, ancestry, mental or physical disability, marital status, gender or age.

The Del Norte superior Court is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Court will provide reasonable accommodations to qualified individuals with disabilities. The Court encourages applicants who believe they qualify for reasonable accommodation during the testing process and incumbents and individuals who have been offered employment to discuss potential accommodations with the Court Personnel Office.