



SUPERIOR COURT OF THE STATE OF CALIFORNIA COUNTY OF TRINITY

INVITES APPLICATIONS FOR

Courtroom Clerk I/II

Full-Time Benefited

Courtroom Clerk I: \$3416.59-\$4578.53 / Monthly

Courtroom Clerk II: \$3774.03-\$5057.57 / Monthly

Final Filing Deadline: Open Until Filled

Definition

To perform a wide variety of legal clerical duties as required in the Trinity Superior Court. Classes in this series may attend sessions of the Superior Court and perform all duties of Deputy Clerk of the courts.

Distinguishing Characteristics

COURTROOM CLERK I – This is an entry level position in the Court Services Clerk series which requires prior clerical experience. Under general supervision a Court Services Clerk I is expected to perform a full range of court-related clerical duties in support of court operations. Initially, under close supervision, an incumbent in this class learns general office and specific court policies and procedures.

COURTROOM CLERK II – Under general supervision, the incumbent in this position must perform the full range of courtroom clerical functions, case processing, and judicial support in all case types; complex legal processing duties; and related duties as required. This class is distinguished from the Clerk III in that the latter provides some lead direction, in the absence of the supervisor, and work review to lower-level clerks.

Supervision Received and Exercised

General supervision is provided by management, supervisory or higher-level clerical positions. General direction is provided by the Superior Court Judges and/or the Court Executive Officer.

Representative Duties

Duties may include, but are not limited to, the following:

- Attend all sessions of the Superior Court and take minutes of court actions and procedures; receive, mark and store exhibits presented at trial.
- Record judgments, decrees and orders; transcribe notes and prepare minutes of court proceedings.
- Impanel juries; administer oaths to witnesses, jurors and bailiff.
- Maintain court calendar; calendar continuances of court proceedings and matters set by the court.
- Answer inquiries by mail, telephone or in person relating to court procedures, disposition of cases, court calendar or other related matters as assigned.
- Examine documents received for conformance, adequacy and form before filing and/or processing.
- Maintain legal files including records on disposition of cases.
- Receive and receipt monies for fines, forfeitures, installment payments, bail, fees and other monies.
- Issue, generate, and recall bench warrants upon order of the Court.
- Perform a wide variety of clerical work including filing, verifying and recording information on records.
- Type and proofread a variety of documents including reports, memos, legal documents from oral direction, rough draft, forms, copy, notes or transcription recordings.
- Operate word processing equipment, and a variety of office related appliances.
- Perform related duties as assigned.

Qualifications

Knowledge of:

- English usage, spelling, grammar, and punctuation.
- Modern office methods, equipment, and procedures.
- Policies, procedures, and legal provisions pertaining to the work of the Court system.
- Various statutes relating to maintenance of court documents.
- Legal terminology; laws, codes, ordinances, and procedures pertaining to clerking in the Superior Court.
- Organization, procedures, and operating details of the Court Services Unit.

Ability to:

- Type at a rate of 45 words per minute for timely completion of routine assignments.
- Perform routine clerical work including filing, typing and related tasks.
- Take notes of court proceedings with speed and accuracy.
- Establish and maintain effective relations with other officials, employees and the public.

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- Communicate effectively orally and in writing.
- Operate a word processor and a computer terminal.
- Interpret and apply departmental policies, laws and rules.
- Work independently and follow directions.
- Maintain confidential information according to legal standards and/or court regulations.
- Understand the organization and operation of the Court system as necessary to assume assigned responsibilities.

Physical ability to:

- Lift, carry, push and pull objects weighing up to 25 pounds.
- See well enough to read fine print and view a computer screen.
- Speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone.
- Sit and stand for prolonged periods of time.
- Use hands, arms and shoulders to repetitively operate a keyboard and mouse, and perform repetitive manual tasks such as typing, writing, reaching, grasping, and stamping.
- Walk, bend and stoop to move about a standard office environment.

Experience:

COURT SERVICES CLERK I: High school diploma, or equivalent, and two years of responsible clerical work which must have involved filing, indexing and processing of legal documents.

COURT SERVICES CLERK II: The above, plus one year of experience at a level equivalent to the class of a Court Services Clerk I; or three years of responsible clerical or administrative experience with court action or legal procedures.

In compliance with the Americans with Disabilities Act, the Superior Court of California, County of Trinity will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Working environment:

Work is performed in a typical office building with adequate light, moderate temperature, and standard office equipment, including a computer. Incumbents will be working under sometimes difficult and demanding conditions, with frequent deadlines and expectations to produce high quality work under limited time constraints as well as periodic contact with difficult and confrontational individuals.

Special Requirements

- CA driver's license may be required as incumbents may need to travel to trainings/conferences outside of the County.
- Background check may be performed and the final candidate will be required to be fingerprinted.
- All Court employees must take the Oath of Allegiance.

Application and Selection Procedure

Candidates must complete and submit a Court application form and provide a **verifiable typing certificate** (dated within 12 months of the final closing date). A cover letter and resume may also be submitted. Incomplete applications will not be processed. It is not acceptable to complete the application with statements such as **"See/refer to resume"** or **"See attached."** All applications will be thoroughly reviewed and only the best-qualified candidates will be invited for an oral and/or written examination. A writing sample may be requested. Meeting the announced requirements does not guarantee inclusion into the selection process. Successful applicants receiving a conditional offer of employment will be required to pass a drug/alcohol test and be finger printed.

The **Superior Court of California, County of Trinity** is an **Equal Opportunity Employer**.

Arrangements may be made to accommodate applicants with disabilities by informing the court's Human Resources Division in writing or by telephone at the time of application.

Submit application materials to:
Trinity Superior Court
P.O. Box 1258
Weaverville, CA 96093
ATTN: Human Resources/ Trinity CC I/II

Applications may be obtained from the address listed above, by calling 530-623-1369, or by visiting the Court's website at www.trinity.courts.ca.gov.

Faxes, postmarks, and e-mails will not be accepted.

Travel expenses to appear for an interview will not be reimbursed.