



The Superior Court of California, County of Glenn is accepting applications for

Court Legal Processing Clerk (CLPC) I/II/III 01-12

Hourly Rate: \$13.91 to \$20.60 (depending on experience)

Application forms may be obtained from and are to be returned to:

SUPERIOR COURT OF CALIFORNIA, COUNTY OF GLENN
526 W. SYCAMORE STREET, ROOM 104
WILLOWS CA 95988
TELEPHONE (530) 934-6382 FAX (530) 934-6406
www.glenncourt.ca.gov

To Apply: Applicants are required to submit the following items to the Court no later than
5:00 PM, Wednesday, February 8, 2012

1. A thoroughly completed and signed Court application
2. A résumé (résumés in lieu of the application form will not be accepted)
3. Responses to the supplemental questions (page three of this announcement)
4. A keyboarding certificate documenting a corrected rate of 40 words per minute for a 5 minute test.
Certificates can be obtained from any employment agency (for a fee) or free of charge through the Chico Employment Center, 2445 Carmichael Drive, Chico, CA 530-895-4364.

Example of Typical Duties:

- CLPC I** Performs a full range of clerical duties in support of Court operations such as responding to and directing telephone inquiries, distributing mail, reviewing, filing, conforming, and processing documents.
- CLPC II** In addition to the duties for the CLPC I, prepares Court calendars, processes case dispositions, performs ongoing records management, explains to and assists the public with legal filing processes, procedures, and policies of Court operations; accepts fines and performs routine filing of fees, computes filing and related fees, makes appropriate journal entries, issues receipts and balances cash drawers; may process requests for setting trials, continuances, and/or requests to advance drop hearings, schedules hearings, prepares and sends applicable notices to litigants as requested.
- CLPC III** In addition to the duties for the CLPC I/II, attends courtroom proceedings and processes all documents and orders to support the work of the bench officers in hearings such as Court minutes, notices of hearings and Court appearances.

Minimum Qualifications:

- CLPC I** One year of general clerical experience, preferably in a legal or criminal justice office; equivalent to completion of twelfth grade and the ability to keyboard at a corrected rate of 40 WPM for a (5) minute test.
- CLPC II** One year of experience as a CLPC I in Glenn County, or three years of increasingly responsible clerical experience working in a legal or criminal justice office; equivalent to completion of twelfth grade and the ability to keyboard at a corrected rate of 40 WPM for a (5) minute test.
- CLPC III** Two years of experience as a CLPC II in Glenn County, or four years of increasingly responsible clerical experience working in a legal or criminal justice office, of which two years was equivalent to a Legal Process Clerk II; equivalent to completion of the twelfth grade and one year of college level work and the ability to keyboard at a corrected rate of 40 WPM for a (5) minute test. Completion of a Court approved certificate program related to this position and approved by the Court Executive Office may be substituted for the one year of college.

CLPC I/II/III

Closes 5PM, Wednesday, February 8, 2012

Page 2

Knowledge, Skills, and Abilities:

Demonstrated knowledge of Court procedures and protocols; correct English usage, vocabulary, and punctuation; legal terminology; operation of office equipment including personal computers and software applications; and basic record keeping systems. Ability to communicate effectively orally and in writing; establish and maintain working relationships with the public, attorneys, staff, and others; understand and interpret Court proceedings, rules and procedures; maintain logs, files and other office records; compile routine reports; understand and follow written and oral direction; and maintain confidentiality of information.

Selection Procedure

Application packets will be reviewed for minimum qualifications. Applications that contain documentation that the job 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. Investigation of employment history and references *may* be conducted prior to offer of employment. The information provided in this job announcement is general in nature and does not constitute an expressed or implied contract.

Salary and Benefits

Salary: The range consists of five steps with approximately a five percent difference between each step. Annual performance reviews are conducted which may advance the employee through the steps.

Holidays: 13 paid scheduled plus one floating holiday per year.

Insurance: The Court makes available to employees and their dependents a health, dental and a vision program. The Court provides a group term life and short-term disability insurance.

Sick Leave: 12 days per year; unlimited maximum accrual.

Vacation: 0 – 2 full years, 11 days; 3 – 11 full years, 16 days; 11– 19 full years, 21 days; after 19 full years, 26 days.

Retirement: Regular full-time and part-time employees participate in the Public Employee's Retirement System with a 2.5% at 55 benefit formula and Social Security. The Court pays the 8% employee contribution to PERS on behalf of the employee.

Deferred Compensation: A tax deferred long-term savings plan is available on a voluntary basis.

Recruitment Process

Submit a completed Court application, responses to the supplemental questions and other documents as requested in the *TO APPLY* section at the top of this announcement, by the date and time indicated. The Court has a policy prohibiting discrimination against qualified disabled individuals. Applicants requesting an accommodation in the examination/interview process are asked to contact the Court Administration Office at least five (5) working days before a scheduled examination and/or interview.

Pre-Employment Policies

Offers of employment are contingent upon submission of documents verifying identity and authorization to work in the United States in accordance with the Immigration Reform and Naturalization Control Act of 1986; successful completion of pre-employment medical review/examination, and alcohol and drug screening, background and reference check; satisfactory driving record and proof of automobile insurance (if applicable to the job), and other requirements of the position (licensing, certification, etc.).

All applicants receive consideration for employment without regard to age, ancestry, color, marital status, national origin, genealogy, political affiliation, race, religion, sex or other non-merit factors (except as limited by law).

Court Legal Processing Clerk I/II/III Supplemental Questions

This supplemental application, the regular Court application and other required documents will be the basis for a competitive evaluation of qualifications. A résumé will **not** substitute for the responses to this application.

On a separate sheet(s) of paper, please type or print your responses to the items listed below. Be concise and specific. **Please print your name, sign and date EACH page.**

1. The successful candidate in this position will be:
 - A. Dependable
 - B. Organized
 - C. Have exceptional customer service skills
 - D. Able to multi task and keep up with a heavy workload

For each of the items A-D above, explain in DETAIL and demonstrate how you have been successful and excelled in these areas in your current or prior positions.

2. This position does not require prior legal experience. Please explain why you are interested in working for the Court and how your interests and past experience will make you the best candidate for this position.