



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

## **Court Clerk IV** 07-14

Hourly Rate: \$20.21 to \$24.56

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

**SUPERIOR COURT OF CALIFORNIA, COUNTY OF GLENN, ADMINISTRATION  
526 W. SYCAMORE STREET, ROOM 102  
WILLOWS CA 95988**

TELEPHONE (530) 934-6382 FAX (530) 934-6406

[www.glenncourt.ca.gov](http://www.glenncourt.ca.gov)

**To Apply:** Applicants are required to submit the following items to the court no later than  
**4:00 PM, Tuesday, July 29, 2014**

1. A thoroughly completed and signed Glenn Superior 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)

**Example of Typical Duties:** Serves as primary technical resource within assigned specialty areas or units of court operations; leads the work of others engaged in courtroom activities, case and document processing, records management, calendar management, and other functional units of the court by training, coaching, assigning workload and reviewing the work of Court Clerks I/II/III ensuring that work is performed in a consistent manner; assists in review and development of operational policies and procedures; assists in devising forms and methods; writes and reviews procedures to be incorporated into reference manuals; reviews matters affecting court services and assists in organizing meetings to facilitate improved communication and operations; monitors changes in laws, policies and procedures that impact work; recommends procedural improvements and assures implementation after approval; advises attorneys, public agencies and the general public regarding the status of legal cases and procedural information; applies departmental policy to resolve conflicts with customers; prepares and maintains statistical and narrative reports related to activity and work of the unit; and performs the full range and most complex functions of the Court Clerk I/II/III duties.

**Knowledge, Skills, and Abilities:** Must have knowledge of the personnel rules and principles of supervision and training; the functions, courtroom procedures, services and jurisdiction of the courts; the application of appropriate statutory codes, California Rules of Court and local rules relating to court procedures; legal terminology, forms and procedures; the preparation of legal reports and forms; and the organization, procedures and operating details of the court.

Must have the ability to identify and coordinate resolutions to procedures and problems; perform a variety of complex tasks and procedures accurately without direct supervision; examine ledgers, reports, and other financial documentation for technical defects and accuracy; coordinate schedules and identify needs to meet workload; develop and implement with approval of immediate supervisor, procedures and forms to facilitate the effective processing of work; maintain official court records and files, such as records of court-appointed counsel

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and experts; receive, mark and take custody of evidence; impanel juries and record challenges, service, and compensation due jurors and collect fees from attorneys; use computer and case management systems and word processing programs; and interpret and apply federal, state, and local policies, procedures, laws and regulations

**Minimum Qualifications** Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be two years of full time experience in the classification of Court Clerk III in a California Superior Court **or** five years of full time increasingly responsible clerical experience in a legal or criminal justice office, of which three years was equivalent to the duties of a Court Clerk III.

**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 group term life 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 Employees Retirement System with a benefit amount as determined by the California Public Employee Retirement System's regulations and Social Security.

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

#### **Recruitment Process**

Submit a completed Glenn Superior 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).
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## **Court Clerk IV 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. This position requires knowledge of the principles, methods and techniques of good communication and the ability to deal tactfully and effectively with the judiciary, supervisors, co-workers and the public. Describe in detail how your experience meets this requirement.
2. This position will be responsible for identifying innovative and creative solutions to various problematic work situations. Please describe in detail an innovative solution you have proposed that demonstrates your ability in this area.
3. Describe your experience dealing with especially difficult situations in the workplace. Give one specific example explaining why the situation was especially difficult, who was involved, your role in resolving the matter and the final outcome.