



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

Court Legal Processing Clerk (CLPC) IV 08-12

Hourly Rate: \$19.62 to \$23.84

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

**SUPERIOR COURT OF CALIFORNIA, COUNTY OF GLENN
ADMINISTRATION OFFICE
526 W. SYCAMORE STREET
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, August 8, 2012

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)
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. Current Glenn Superior Court regular employees are exempt from this requirement.

Example of Typical Duties: Provides lead direction and assists with training for Court Legal Process Clerks I/II/III; determines workload of court clerical staff; attends courtroom proceedings and processes all documents and orders to support the work of the bench officers in superior court hearings such as court minutes, notices of hearings, court appearances, or petitions and abstracts; reviews the content of documents to resolve technical and procedural problems related to filings; provides relief for clerks during absences or to balance workload; assists in developing procedures; assists in organizing meetings to facilitate improved communication among criminal justice departments, or other employees; assists in organizing regular staff meetings under the direction of the Court Legal Process Clerk Supervisor.

Knowledge, Skills, and Abilities:

Must have knowledge of 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; preparation of legal reports and forms; and, the organization, procedures and operating details of the Superior 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; 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.

CLPC IV

Closes 5PM, Wednesday, August 1, 2012

Page 2

Minimum Qualifications:

One year of experience as a Court Legal Process Clerk III in the Glenn Superior Court or equivalent experience in another court organization; or five 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 III AND equivalent to completion of twelfth grade and two years of college. A combination of college level work and a court approved certificate program related to work and approved by the Court Executive Officer is acceptable to attain the two years of college credit.

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 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).

Court Legal Processing 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. Describe a work situation where you took on a leadership role in creating an effective team approach in dealing with a problem/issue. Explain the situation and your role in bringing others together to accomplish a positive outcome.
3. 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.
4. 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.