



# GLENN COUNTY SUPERIOR COURT

An Affirmative Action – Equal Opportunity Employer  
We Encourage Minorities, Women and Disabled Individuals to Apply

**HAS A JOB OPPORTUNITY FOR**

## **COURT LEGAL PROCESS CLERK I/II/III**

**SALARY RANGE:** I - \$13.91 - \$16.92 Per Hour II \$15.43 - \$18.75 Per Hour III - \$16.95 - \$20.60 Per Hour

**FINAL FILING DATE:** An official **Glenn County Superior Court Application**, Supplemental Application, and keyboarding certificate must be received in the Glenn County Personnel Department by **12:00 Noon, Tuesday, May 24, 2011.**

### **THE POSITION**

Glenn County is recruiting individuals to fill one regular full-time Court Legal Process Clerk I/II/III position at the Superior Court in Willows or Orland locations. The individual appointed to this position will perform a wide variety of clerical support assignments for the Superior Court ranging from the simple to the complex; to process mail and documents, answer phones, file documents, and enter data in the Court Management Systems and receipt monies; to attend courtroom proceedings and prepare or process pre and post legal documents. Court experience is preferred. This position is scheduled for forty (40) hours per week. This recruitment *may* be used to establish a list to fill future vacancies for the next 6 months.

### Distinguishing Characteristics

**Court Legal Process Clerk I:** Is the entry-level class in the Court Legal Process Clerk series. It differs from the next higher class of Court Legal Process Clerk II in that the Court Legal Process Clerk I performs the more routine clerical Court assignments. Court Legal Process Clerk I's may have only limited or no directly related work experience. Incumbents at the Court Legal Process Clerk I level are expected to advance to Court Legal Process Clerk II after sufficient training and experience are acquired.

**Court Legal Process Clerk II:** Is the journey-level class in the Court Legal Process Clerk series and is distinguished from the Court Legal Process Clerk I by the responsibility to perform a wide variety of assignments with limited instruction or assistance.

**Court Legal Process Clerk III:** Is the advanced journey-level class and incumbents performing a variety of complex tasks including attendance at courtroom proceeding and preparing or processing pre and post legal documents. The Court Legal Process Clerk III differs from Court Legal Process Clerk IV in that the IV provides lead direction in addition to performing a full range of complex clerical assignments.

### **DUTIES**

**Court Legal Process Clerk I/II:** Assist in maintaining case files by filing and retrieving case files or calendars and public inquiry. Prepare new case files by completing data entry and filing documents and prepares court calendars as directed. Answer telephone and forward party to proper clerk for assistance. Open and sort mail and copy documents as needed. Transport case files and documents to requesting clerks, judges or managers. Receive and examine legal documents; examine documents for completeness and conformity; and affix seals and stamps to endorse, certify, and/or file documents. Prepare court calendars and maintain documents and exhibits; file legal documents and related case materials; retrieve and deliver files and documents to court or appropriate parties. Provide information regarding court procedures; answer inquiries and explain legal filing processes; explain fees and fines; assist individuals in locating material and information. Verify, enter, retrieve, correct and update information in automated recordkeeping systems. Prepare and issue legal orders such as warrants, writs, subpoenas, abstracts, and other official documents on behalf of the court. Recall warrants, exonerate bail, prepare judgments, and dismiss or seal cases in accordance with established codes and court procedures at the direction of the Court Legal Process Clerk Supervisor. Prepare a variety of documents related to court operations including traffic court minutes, court calendars, notices of hearings, court appearances, or petitions; and coordinate the flow of documents necessary for court assignments. Perform duties in support of jury activities (e.g., drawing jury pools, qualifying jurors, impaneling juries, and keeping records on juror compensation). Accept fines and fees; issue receipts and balance cash drawers. Greet public and may set appointments for court conciliator and facilitator. Order, prepare and notify jurors of jury duty; record juror announcements, present orientation to jurors and prepare payroll for jurors. May attend and participate in courtroom proceedings as necessary and/or for training purposes. Perform related duties as assigned.

**Court Legal Process Clerk III: (In addition to the duties for CLPC I/II)** Attend courtroom proceedings and processes all documents and orders to support the work of the bench officers in Superior Court hearings such as court minutes, notice of hearings, court appearances or petitions and abstracts. Review the content of documents to resolve technical and procedural problems related to filings. Assist in training of Court Legal Process Clerks as assigned by immediate supervisor.

— *continued* —

## QUALIFICATIONS

### Court Legal Process Clerk I

**Knowledge:** Business letter writing and basic report preparation. Telephone etiquette. Principles and procedures of filing and recordkeeping. Techniques of filing and indexing. English usage, spelling, grammar and punctuation.

**Ability:** 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 be responsible for her/his actions. Communicate clearly and concisely, both orally and in writing. Legal terminology, forms and procedures. Legal report preparation. Organization, procedures and operating details of the Superior Court. Handle and process money and issue receipts. Balance cash drawers and prepare deposit slips.

### Court Legal Process Clerk II (In addition to the knowledge of CLPC I)

**Knowledge:** The application of appropriate Statutory Codes, California Rules of court and local rules relating to court procedures. The preparation of legal reports and forms.

### Ability: (In addition to the ability of CLPC I)

Use computer and Case Management Systems and word processing programs. Receive, inventory and maintain wills. Prepare simple legal documents for processing or case files. Interpret and apply Federal, State and local policies, procedures, laws and regulations.

### Court Legal Process Clerk III (In addition to the knowledge of CLPC II)

**Knowledge:** Functions, courtroom procedures, services and jurisdiction of the courts. Basic knowledge of personnel policies and procedures and training.

### Ability: (In addition to the ability of CLPC II)

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 and experts. Receive, mark and take custody of evidence. Impanel juries and record challenges, services and compensation due jurors and collect fees from attorneys.

## TRAINING AND/OR EXPERIENCE

### Court Legal Process Clerk I

**Experience:** One year of general clerical experience, preferably in a legal or criminal justice office.

**Training:** Equivalent to completion of twelfth grade and the ability to keyboard at a corrected rate of 40 WPM for (5) minute test is required.

### Court Legal Process Clerk II

**Experience:** One year of experience as a Court Legal Process Clerk I at the Glenn County Superior Court, or three years of increasingly responsible clerical experience working in a legal or criminal justice office.

**Training:** Equivalent to completion of twelfth grade and the ability to keyboard at a corrected rate of 40 WPM for (5) minute test is required.

### Court Legal Process Clerk III

**Experience:** Two years of experience as a Court Legal Process Clerk 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.

**Training:** 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 (5) minute test is required. Completion of a court approved certificate program related to work and approved by the Court Executive Office may be substituted for the one year of college.

## DESIRABLE QUALIFICATIONS

Completion of two years of related college level course work.

## REQUIRED – ADDITIONAL DOCUMENTATION

Must submit a keyboarding certificate (from an agency as described below) documenting a corrected rate of 40 words per minute for a five 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.

## SPECIAL REQUIREMENTS: (ALL THREE LEVELS)

Must pass a drug test, be able to lift up to 20 pounds, pass a security check and be finger printed.

**SELECTION PROCESS:** The selection process will consist of an application evaluation, oral examination, background investigation, DMV check, and fingerprinting. The most qualified applicants will be invited to participate in an interview wherein their qualifications for this position will be reviewed in more detail. If you are selected for an interview, you will automatically be contacted. Applicants are encouraged to submit a resume detailing their training and experience with the official application form, but not in-lieu of completing the official **Glenn County Superior Court Application**.

**Eligible Lists are used for Full-Time (40 hrs/wk with benefits), Part-Time (20-39 hrs/wk with benefits), and Public Service Employees (temporary no benefits).**

**IMPORTANT:** *If you would like to be notified of your standing, please include a self-addressed, stamped envelope.* If you need accommodation in the examination/interview process, please contact the Personnel Department at least five (5) working days before a scheduled examination/interview.

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

**GLENN COUNTY PERSONNEL DEPARTMENT**  
525 W. SYCAMORE STREET, SUITE A1  
WILLOWS CA 95988  
TELEPHONE (530) 934-6451  
FAX (530) 934-6452 or 934-6457  
TDD--No Voice (530) 934-6444  
[www.countyofglenn.net](http://www.countyofglenn.net)

5/10/11

### EMPLOYMENT INFORMATION

**AN EQUAL OPPORTUNITY EMPLOYER:** 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, or bonafide occupational qualifications). The Court has a policy prohibiting discrimination against qualified disabled individuals.

**APPLICATIONS:** *Application forms must be filled out completely* and clearly show that minimum qualifications are met. All statements made on the application are subject to investigation and verification. A separate application must be filed for each position.

***It is the responsibility of the applicant to ensure applications are received at the Glenn County Personnel Office by 12:00 p.m., Noon, Tuesday, May 24, 2011.***

**RESIDENCE REQUIREMENTS:** There is no residence requirement except certain positions may require the employee to reside within a reasonable commuting distance.

**TRAVEL AND RELATED EXPENSES:** Glenn County Superior Court does not reimburse applicants for any travel or related expenses incurred in connection with applying for employment.

**MEDICAL EXAMINATION:** Applicants may be required to pass a medical examination as a condition of employment or promotion. Medical exams may include a fitness exam and a drug & alcohol screen.

### SUMMARY OF EMPLOYEE BENEFITS

Benefits are subject to negotiations with employee organizations and may vary with individual bargaining units.

**CREDIT UNION:** Low interest loans and systematic savings through payroll deduction.

**DEFERRED COMPENSATION:** A tax deferred long-term savings plan is available to all employees.

**DIRECT DEPOSIT:** The Court pays its employees bi-weekly through Direct Deposit to any financial institution that is a member of the Federal Reserve Automated ClearingHouse.

**HOLIDAYS:** 13 paid holidays per year.

**HEALTH, DENTAL, VISION AND LIFE INSURANCE:** The Court makes available to employees and their dependents a health, dental and a vision program. The Court pays the premium for a group term life insurance policy, and also a short-term disability insurance policy.

**SICK LEAVE:** 12 days per year; unlimited maximum accrual.

**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 7% employee contribution to PERS.

**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.

**Court Legal Process Clerk I/II/III**  
**Supplemental Application**

This supplemental application, the regular Glenn County Superior Court application and other required documents will be the bases for a competitive evaluation of qualifications. A resume 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 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 interest and past experience will make you the best candidate for this position.