



THE GLENN COUNTY SUPERIOR COURT OF CALIFORNIA

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

HAS A JOB OPPORTUNITY FOR

COURT LEGAL PROCESS CLERK SUPERVISOR

SALARY RANGE: \$1,343.20 – \$1,632.80 Bi-Weekly

FINAL FILING DATE: Open until filled. Please send an official Glenn County Application to the Glenn County Personnel Department.

THE POSITION

Glenn County is recruiting individuals to fill one regular full-time Court Legal Process Clerk Supervisor position. The individual appointed to this position will provide supervision of Court Legal Process Clerks performing a wide range of clerical support assignments for the Superior Court; and to implement organizational policies, procedures and goals at the Unified Courts in Willows and Orland. This a full-time salaried position 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.

DUTIES

Under the general direction of the Court Executive Officer and Assistant Court Executive Officer, implements organizational policies, procedures, and goals for the function or operational unit. Performs a broad range of general supervisory duties, including assisting, training and reviewing subordinates in the performance of their duties. Maintains performance and disciplinary standards and conducts performance reviews and evaluations. Implements organizational policies, procedures and goals. Verifies, enters, retrieves and updates information in automated record keeping system and provides training to staff to ensure correctness of data. Monitors the effectiveness and results of operations, conducts operational and analytical studies and makes recommendations as appropriate. Directs the activities of various functions or operations. Identifies and forecasts functional or operational short and long range needs. Determines necessary resources (equipment and staffing) and develops background information to support budget requests. May prepare budgets for approval. Performs related duties as assigned.

QUALIFICATIONS

Knowledge of: Knowledge of policy and procedures of state courts and statutory requirements, legal terminology and processes, legal forms and documents used in court filings, statistical, and revenue recovery, modern office methods, procedures and equipment, principles of supervision and training, principles and procedures of financial record keeping and reporting.

Ability to: Coordinate schedules and procedures effectively with attorneys, parties, jurors, witnesses, other government agencies and court personnel. Perform a variety of clerical legal processing tasks. Ability to maintain and update court calendars, understand and record proceedings. Analyze workflow and processes, and make recommendations. Carry out assigned tasks and meet deadlines. Prepare and maintain clear, concise and complete records and reports. Communicate effectively both verbally and in writing. Work cooperatively with the public, other departments, outside agencies and staff. Interpret and apply policies, procedures, laws, codes and regulations. Prioritize, multi-task and work in a fast-paced environment. Supervise and train assigned staff.

EXPERIENCE

Completion of the 12th grade; one year of experience as a Court Legal Process Clerk IV in Glenn County; or equivalent experience in another court organization; or four years of increasingly responsible clerical experience working in a legal or criminal justice office of which two years was in a lead capacity and included supervisory responsibility.

SPECIAL REQUIREMENTS: Must pass a drug test, be able to lift up to 20 pounds, pass a security clearance and be fingerprinted.

— *continued* —

Personnel Department, County of Glenn, 525 W. Sycamore St., Suite A, Willows, CA 95988-2739 (530) 934-6451
"TDD - - No Voice (530) 934-6444" FAX (530) 934-6452 or 934-6457
Website www.countyofglenn.net

SELECTION PROCESS: The selection process will consist of an application evaluation, supplemental questionnaire, oral interview, Department of Justice background investigation, DMV check and fingerprinting process. 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.

Eligible Lists are used for Full-Time (40 hrs/wk with benefits), Part-Time (20-39 hrs/wk with benefits), and Public Service Employee (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 A

WILLOWS CA 95988

TELEPHONE (530) 934-6451

FAX (530) 934-6452 or 934-6457

TDD--No Voice (530) 934-6444

Website www.countyofglenn.net

1/20/05

EMPLOYMENT INFORMATION

AN EQUAL OPPORTUNITY EMPLOYER: All applicants receive consideration for employment without regard to age, ancestry, color, marital status, national origin, political affiliation, race, religion, sex or other non-merit factors (except as limited by law, or bonafide occupational qualifications). The County has a policy prohibiting discrimination against qualified handicapped 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, Friday, February 18, 2005.***

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 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.

ANNUAL LEAVE – SALARIED (FLSA) EXEMPT REGULAR EMPLOYEES: Effective January 1, 2001 and on each January 1, thereafter, each salaried (FLSA Exempt) regular employee shall be credited with eighty (80) hours of Annual Leave.

VACATION: 0-2 years – 11 days, 3-11 years – 16 days, 12-19 years – 21 days, effective July 4, 2004 after 19 full years of service – 26 days.

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

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

HOLIDAYS: 12 paid holidays per year.

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

RETIREMENT: Regular full-time and part-time employees participate in the Public Employee's Retirement System and Social Security. The County pays the Employee contribution to PERS.

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.

THE ABOVE INFORMATION IS GENERAL IN NATURE AND DOES NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT.