



Superior Court of California

County of Plumas

Announces an open recruitment for:

Court Clerk I/II

1- \$ 16.66 to 20.27

2- \$18.34 to 22.33

Final Filing – 4:00 p.m. on Monday, November 14, 2016

The Superior Court of Plumas County is conducting an open recruitment for two (2) Court Clerk permanent fulltime positions. Court Clerks provide a wide range of clerical functions in and out of the courtroom in support of two judges and one court commissioner.

Court Clerks receive and examine legal documents for accuracy and completeness; file, endorse and certify documents as required; prepare and maintain documents and court files and other records; attend court sessions and take minutes of actions and proceedings; mark and take custody of exhibits; prepare orders, verdicts, judgments; post hearings and continuances; answer phones and provide counter assistance to the public; draw jury panels and administer oaths; poll juries; consult with judicial officers, attorneys and agencies; prepare reports as required by the court or Judicial Council; collect and record payments for fines, fees, jury fees.

Individuals appointed to these positions must be able to work well with others, as well as work independently; have the ability to handle multiple demands and deadlines; be attentive to detail and maintain accurate records. The persons appointed to these positions must be able to maintain a positive and professional attitude and possess good interpersonal and oral communication skills. The persons appointed to these positions must maintain confidentiality of court information as required by statute. Regular and punctual attendance is essential.

The ideal candidates should have the following knowledge and ability:

Knowledge of -

- personal computer and standard software applications
- Correct punctuation, grammar and spelling
- Basic accounting and cash handling practices

Ability to –

- Establish and maintain effective working relationships with all those contacted in the course of work
- Work independently and follow general instructions
- Follow written and verbal instructions
- Speak and write clearly and professionally
- Maintain confidentiality regarding court business as set forth in statute and court procedures
- Learn and perform data entry in the Court's case management system and other programs
- Learn to interpret and research statutes, file and regulations pertaining to court procedures
- Make mathematical calculations necessary to carry out job functions
- Operate basic office equipment including copiers, printers, FAX and scanners
- Learn court policies, procedures, documents and terminology affecting assigned duties
- Perform multiple assignments, often simultaneously, which require attention to detail and accuracy

Benefits:

- Vacation: 10 days, first and second years; 15 days third through seventh year; 21 days eighth year on
- Floating Holidays: 2 days (16 hours) per court fiscal year
- Sick Leave: 1 ¼ days per month
- Holidays: 13 fixed holidays per calendar year
- Health Insurance: Medical, Dental and Vision provided with Court subversion in fixed amount based on coverage elected
- Retirement: Membership in PERS retirement plan – 2% at 62
- Deferred Compensation Plan and Supplemental Insurance: available at employee cost and election

Minimum Qualifications:

- Possession of a high school diploma or its equivalent
- Possession of a valid California driver's license
- Combination of training and experience that would likely provide the required knowledge and abilities (court or legal office experience is preferred)

Working Conditions/Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The physical requirements include: on a continuous basis, sit at a desk for long periods of time in front of a computer screen; perform data entry requiring dexterity and coordination of hands and fingers; intermittently twist to reach equipment or supplies surrounding desk; perform simple grasping and fine manipulation of documents and/or files; strength to occasionally lift files or other objects weighing up to 25 pounds and reach for items above and below desk level; hearing and speaking ability to listen and talk effectively with court customers on the phone and in person; vision sufficient to perform job duties.

General Information:

- Conditions of Employment – Successful completion of fingerprint and a criminal records background check is required and is a condition of employment. Felony and misdemeanor convictions may be disqualifying for employment with the Court. The Court will access the nature and gravity of the offense, the time elapsed since the offense was committed and the nature of the job duties to be performed.
- All employees of the court who operate a vehicle on court business must verify they possess a valid California Driver's License and required levels of automobile insurance.
- Employment Eligibility – In accordance with the Immigration and Reform and Control Act of 1986, all persons hired after November 6, 1986 are required to present to the Court, at the time of appointment, original documents which show satisfactory proof of identity and U.S. citizenship or a legal authorization to work in the United States.
- The Court Clerk position is represented by Operating Engineers Local No. 3.
- The Court is an equal opportunity employer. The Court provides equal opportunity at all times and does not discriminate in violation of applicable law.
- Reasonable accommodations will be made so any applicant may participate in the recruitment process. Please advise the Court of any requested accommodations as soon as possible.

Application and Selection Process:

Interested individuals must complete a Court application form. To apply go to <http://www.plumascourt.ca.gov> under the Employment tab or pick up an application at 520 Main St., Room 104, Quincy, CA 95971. All applications must be received by Plumas Superior Court, 520 Main St., Room 104, Quincy, CA 95971 no later than 4:00 p.m. Friday, November 14, 2016.

- Once applications are received and reviewed, all candidates who meet the minimum qualifications will be invited to an oral interview which may include a written test and/or practical problem exercise.