

## **THE POSITION**

Under close supervision, this specialized clerical level staff performs legal processing, courtroom, and judicial support duties.

## **THE REQUIREMENTS**

Candidates for Court Clerk I must have a combination of training and experience that would likely provide the required knowledge and abilities, including knowledge of courts and legal procedures. A typical way to obtain the required knowledge and abilities would be: an educational level equivalent to a high school diploma and two years of clerical experience, preferably in a court setting.

## **EXAMPLES OF DUTIES**

- Receives and examines legal documents for accuracy, completeness, and conformity to requirements; returns unacceptable documents; affixes seals and stamps to endorse, certify, and/or file documents; examines ledgers, reports, and other documentation for technical defects and accuracy.
- Prepares and maintains documents and exhibits; files legal documents and related case materials; retrieves and delivers files and documents to court or appropriate parties; maintains court records and files such as records of court appointed counsel and experts; receipts, marks and takes custody of evidence.
- Attends court sessions and takes minutes of actions and proceedings; requests clarifications of instructions and order of actions to properly note the official court record.

- Advises attorneys, public agencies and the public on the status of cases and provides procedural information; answers inquires and explains fees and fines; assists individuals in locating materials and information.
- At the direction of a judge, prepares and issues legal orders such as warrants, writs, orders, subpoenas, abstracts, and other official documents on behalf of the courts; recalls warrants, exonerates bail, prepares judgments, and dismisses or seals cases in accordance with established codes and court procedures.
- Prepares court calendars and/or calendars cases for hearing, conferring with the appropriate individuals according to established procedures; distributes calendars and related case files for review; prepares a variety of documents related to court operations and coordinates the flow of documents necessary for court assignment.
- Impanels and polls jurors, records challenges, and administers oath or affirmations to witnesses and jurors.

## **JUDGMENT AND RESPONSIBILITY**

Incumbents work on a set of tasks in accordance with pre-established policies and procedures and standards under close supervision. Incumbents must maintain confidentiality and must use sound judgment in performing court-related duties. Incumbents have no responsibility for the work of others.

## **SALARY AND BENEFITS**

Salary is \$14.35 - \$17.47 per hour

## *Benefits Include:*

- Health Insurance: The Court pays up to \$835.00 per month for the employee only plan, \$1,330 for the employee plus one plan and \$1,575 for the employee plus two or more plan. The employee pays the remaining cost. Amounts are pro-rate for part time employees.
- PERS Retirement: The Court pays the 7% employee share along with the Court share; 2% @ 55.
- Longevity: Step increase of 5% at 7, 10, 14, 18, 21 & 25 years of service.
- Vacation: 10 days, 1<sup>st</sup> & 2<sup>nd</sup> year, 15 days 3<sup>rd</sup> thru 7<sup>th</sup> year, 21 days, 8<sup>th</sup> year and thereafter.
- Sick Leave: 1 ¼ days/mo. (no limit of accrual). Cash out or health premium conversion options available upon meeting specific requirements.
- Bereavement Leave: 5 days/incident for defined family members.
- Holidays: 13 paid holidays/year.

## **OTHER PERTINENT FACTS**

- The successful candidate must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.
- The position may be required to work in any of the Court's four locations: Quincy, Chester, Greenville or Portola.
- Plumas County Superior Court is an Equal Opportunity Employer. All persons are urged to apply. The court does not discriminate on the basis of race, religious creed, color, national origin, ancestry, medical condition, mental or physical

disability (including AIDS or HIV), marital status, sex, sexual preference or age. The Court hires only U.S. Citizens and lawfully authorized alien workers in accordance with Immigration Reform and Control Act of 1986.

- In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment information in regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits the Child Support Services Department to request additional employment and identifying information under specified circumstances. Applicants will not be disqualified from employment based on this information.

### SELECTION PROCESS

All applications will be screened and those who meet the minimum qualifications will be invited to participate in the review process. The review process may include a written test, an oral interview, a background/reference check and/or investigation and a medical evaluation.

### TO OBTAIN AN APPLICATION AND JOB DESCRIPTION

Contact Plumas Superior Court, 520 Main Street, Room 104, Quincy, CA. 95971. Phone (530) 283-6305, Fax (530) 283-6415 or visit us on the web: <http://plumascourt.ca.gov>

**Final filing date: November 2, 2009 at 5:00 p.m. Postmarks will not be accepted.**



Superior Court of California,  
County of Plumas  
520 Main Street, Room 104  
Quincy, CA. 95971

## THE Superior Court of California County of PLUMAS



*Invites application for:*

### Court Clerk I

Part time 20 hours per week  
Limited Term - 24 Month Position  
Salary: \$14.35 to \$17.47 per hour

**Final Filing Date:  
November 2, 2009**

Primary work location will be:  
Portola at the Plumas/Sierra  
Regional Courthouse

