



**The Superior Court of California, County of Sutter  
Applications are being accepted for**

**Court Clerk I/II/III Eligibility List (1-10)  
Application Deadline: Monday, August 16, 2010**

**Monthly Salary: \$2237 to \$3462 (Adjusted Wage\* \$2416 to \$3739)  
Advanced placement within the range possible with prior court experience.**

\*The annual adjusted wage includes payment by the court of 8% of the employee's contribution to the CalPERS retirement system for a 2.7% @ 55 pension benefit. The 8% can be refunded to an employee who resigns prior to retirement.

**HOW TO APPLY**

Application available on the web at [www.suttercourts.com](http://www.suttercourts.com) or Courthouse West, 446 Second Street, Yuba City, 8:30 a.m. to 4:30 p.m. or call Human Resources (530) 822-3302.

The following documents are required:

1. A thoroughly completed and signed court application form
2. ***The supplemental application (page three of this announcement)***
3. A résumé
4. A keyboarding certificate documenting a corrected rate of 40 words per minute. Certificates can be obtained from any employment agency (for a fee) or free of charge through the EDD, Sutter County 1-Stop Business Center, 256 Wilbur Ave., Yuba City, CA 95991, 530-822-5120. EDD Business Center gives tests Monday through Friday from 9:00 a.m. – 4:00 p.m. On-line typing certificates will NOT be accepted.

**Deadline - no later than 4:30 p.m., Monday, August 16, 2010. Submit application packet to:**

**Superior Court of California, County of Sutter  
Courthouse West - Human Resources  
446 Second Street  
Yuba City, CA 95991**

**Essential Functions:** Filing, reviewing, and interpreting legal pleadings and documents; processing filing fees, fines, forfeitures and bails; verifying, entering, retrieving, correcting and updating information into automated record systems; recording and transcribing minutes from court sessions; preparing official records of court proceedings; recording decisions, verdicts and judgments; issuing writs, abstracts, notification and follow-up on court orders; processing court documents for appeals; preparing case files; typing forms documents, reports and correspondence; provide varying levels of courtroom support functions; and other duties as assigned.

**Minimum Qualifications:** One year of full-time, paid or volunteer clerical experience or any combination thereof involving public contact. The ability to keyboard at a corrected rate of 40 wpm for a five (5) minute test is required. **A current, valid keyboarding certificate must be submitted with the application. On-line typing certificates will NOT be accepted.**

**Knowledge, Skills, and Abilities:** Demonstrated knowledge of court procedures and protocols; correct English usage, vocabulary, and punctuation; legal terminology; operation of office equipment including personal computers and software applications; and basic record keeping systems. Ability to communicate effectively orally and in writing; establish and maintain working relationships with the public, attorneys, staff, and others; understand and interpret court proceedings, rules and procedures; maintain logs, files and other office records; compile routine reports; understand and follow written and oral direction; and maintain confidentiality of information.

**Education Requirements:** A high school diploma or its equivalent.

**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: Salary 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. The court strives to provide internal promotional opportunities whenever possible. Vacation: This position provides 11(eleven) days vacation per year. Vacation accrual is scheduled to increase with each additional five years of service up to a maximum of 20 (twenty) days per year. Holidays: Thirteen paid holidays each year. Sick Leave: Sick leave accrues at the rate of 12 (twelve) days per year for full time employees. Medical, Dental, and Vision Insurance: The court pays the major portion of health, dental, and vision insurance for employees and eligible dependents. Life Insurance: Term life insurance is provided for employees and eligible dependents and paid for by the court. Retirement: The court provides a defined benefit retirement plan through California Public Employees' Retirement System (CalPERS). The court pays the 8% employee contribution. Employees are vested in the retirement plan after 5 (five) years of full time service and may retire at age 55 with a 2.7% pension benefit. The court also provides the option of post-retirement medical benefits. Deferred Compensation: The court offers two deferred compensation plans for employees who wish to participate through payroll deduction. Employee benefits may vary with different employee bargaining units.*

**Recruitment Process**

Submit a completed court application, supplemental application and other documents as requested in the *HOW TO APPLY* section at the beginning of this announcement, by the date and time indicated. Applying for certain positions may require that you participate in written exams and oral interviews. *Please notify Court Human Resources prior to the final filing date of this recruitment if you believe you have a disability that would make it difficult to participate in any portion of the recruitment process, and would require reasonable accommodation. The court reserves the right to require medical documentation concerning the need for reasonable accommodation.*

**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.). Employees who are authorized to and use their car during the course of conducting court business and who, subsequent to their hiring, incur significant moving violations or lack of insurance may be subject to disciplinary action up to and including dismissal.

THE SUTTER SUPERIOR COURT OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER AND ENCOURAGES APPLICATIONS FROM ALL PERSONS REGARDLESS OF RACE, COLOR, SEX, RELIGION, AGE, NATIONAL ORIGIN, ANCESTRY, PHYSICAL, OR MENTAL DISABILITY, MEDICAL CONDITION OR MARITAL STATUS. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT AND CALIFORNIA LAW, THE COURT WILL ENGAGE IN AN INTERACTIVE PROCESS TO PROVIDE REASONABLE ACCOMMODATION TO QUALIFIED INDIVIDUALS WITH DISABILITIES. IF YOU REQUIRE AN ACCOMMODATION, PLEASE NOTIFY HUMAN RESOURCES, (530) 822-3302.

## **Court Clerk I/II/III Eligibility List Supplemental Application (1-10)**

This supplemental application and 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. The successful candidate in this position will be:
  - A. Dependable;
  - B. Organized;
  - C. Articulate;
  - D. Analytical;
  - E. Have exceptional customer service skills;
  - F. A quick learner and retain information; and,
  - G. Able to multi task, and keep up with a heavy workload.

For each of the items A-G 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 interests and past experience will make you the best candidate for this position.