



The Superior Court of California, County of Sutter

Applications are being accepted for

Eligibility List for Court Clerk I (1-18)

Permanent and Limited Term Positions

Application Deadline: 4:00 p.m. on Friday, May 25, 2018

Hourly Rate: \$14.576 to \$20.087

HOW TO APPLY

Application forms are available on the web at www.suttercourts.com or Courthouse Administration Office - Room 200, 1175 Civic Center Blvd., Yuba City, 8:30 a.m. to 4:30 p.m. or call Human Resources (530) 822-3302.

The following documents are required to be submitted as an Application Packet:

1. A thoroughly completed and signed court application form; and
2. The Supplemental Application (page four of this announcement); and
3. A résumé (A résumé will not substitute for the responses to this application); and
4. A current (issued within the past 6 months) 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, 950 Tharp Rd. Bldg 1000, Yuba City, CA 95993, 530-822-5120. EDD Business Center gives tests Monday through Friday from 9:00 a.m. – 5:00 p.m. On-line typing certificates will NOT be accepted.

Deadline - no later than 4:00 p.m., Friday, May 25, 2018. Submit complete Application Packet to:

Superior Court of California, County of Sutter
Human Resources - Room 200
1175 Civic Center Blvd.
Yuba City, CA 95993

Application Packet can be submitted by email to: HRDivision@suttercourts.com. Application packet with original signature must be mailed and postmarked within two days of email. Alternatively, application packet can be delivered in person to the address above within two days of email. APPLICATION PACKETS SUBMITTED VIA FAX WILL NOT BE ACCEPTED.

Minimum Qualifications:

Court Clerk I: A high school diploma or its equivalent; one year of full-time paid or volunteer clerical experience involving public contact, legal clerical or a closely related field, and the ability to type 40 net words per minute or a combination of education and work experience that provides the level of knowledge required of incumbents of this classification level.

Job Classification Description: Under varying levels of supervision, incumbents assigned to the Court Clerk series receive, examine, prepare and process a variety of legal documents in support of court operations, and perform related duties as required.

Court Clerk I: This is the training and entry-level position of the Court Clerk series. Under close supervision, incumbents are trained to process applicable legal forms and documents; collect, distribute, and balance fees and deposits of funds, and learn the necessary and appropriate legal terminology and procedures in support of one of the assigned major divisions of the Court (accounting/traffic, civil, family law, probate, small claims, juvenile, and criminal). Incumbents perform a wide variety of moderately difficult clerical work requiring the ability to choose from a limited number of alternatives in solving routine problems in a training/entry-level capacity. As tasks are learned, direct supervision decreases and the incumbent is expected to perform at the entry level as they rotate through and demonstrate proficiency in all other positions within the assigned division.

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.

Knowledge, Skills, and Abilities: 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.

Selection Procedure: *Complete application packets will be reviewed for minimum qualifications documentation of the applicant. If minimum qualifications are not met the job applicant will not move forward. Applications packets that contain documentation that the job applicant meets the minimum requirements may be referred to a screening committee. Job applicants may be invited to a written, performance and/or oral exam with or without review of a screening committee. Invitation and admission to an examination does not guarantee placement on the eligibility list. Only candidates who pass the examination process and/or screening committee will be placed on the eligibility list. An eligibility list contains the names of all applicants based on their ranking from the highest to lowest ranking. The eligibility list is established from the completion of a recruitment and is valid for at least 90 days or until all persons whose names are on the list have been offered an interview. 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). ***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.

**Eligibility List for
Court Clerk I
Permanent and Limited Term Positions
Supplemental Application (1-18)**

All candidates are required to complete and return this supplemental application form with their official application packet for this position. Your responses to the questions contained in this supplemental application form will be used in part to determine those applicants who meet the necessary employment standards for the position. In addition, your responses will be reviewed and used to assist in the final hiring process.

Responses to the following questions should be limited to one page per question. Responses must be legibly handwritten or typed.

Read each question carefully.

Make certain that each question is answered COMPLETELY and CORRECTLY before you submit this questionnaire.

Do not leave a blank question.

Please print your name, sign and date EACH page.

1. Please explain why you are interested in working for the Sutter Superior Court.
2. Describe a situation and how you handled it where you had to use exceptional customer service skills.
3. What have you done in past situations to contribute towards a positive team environment?
4. Do you consider yourself dependable? Why?
5. Do you consider yourself to be organized and detailed oriented? Explain how in your past experience you have demonstrated being organized and detailed oriented.
6. Describe in your past experience how you have been able to multi-task in order to keep up with a heavy workload.
7. Describe your education and experience that you believe qualifies for this position.

I certify the information provided is accurate and complete to the best of my knowledge and represents my sole personal work. I understand any falsification may cancel any terms, conditions, or privileges of employment.

Signature: _____

Date: _____

(Please return this signed form attached to the responses to the questions.)