

SUPERIOR COURT OF THE STATE OF CALIFORNIA COUNTY OF MARIPOSA

Is accepting applications for:

COURT CLERK I/II

Court Clerk I – \$3,399.93- \$4,133.30/month

Court Clerk II - \$3,680.56- \$4,473.90/month

This is a continuous filing until filled

Please note: There is currently one vacancy to be filled at this time

An Equal Opportunity Employer

Please note: The Superior Court is establishing an eligibility list from this recruitment which may be used to fill both temporary and permanent vacancies. Please mark your interest clearly on your employment application as to your desire for temporary or permanent employment or both.

Please see Special Note under Minimum Qualifications:

The completed Supplemental Application on the last two pages of this flyer must be submitted with the completed Job Application and a current Typing Certificate in order to be considered for this position.

THE POSITION

Under close and general supervision, performs a variety of legal processing, public contact, and general clerical support duties, and may perform some courtroom clerk duties.

Court Clerk I

This is the entry level in the Court Clerk series. This class is distinguished from the higher class of Court Clerk II in that the latter is the journey-level class, whereas the Court Clerk I is an entry and training class. Positions in this class may perform some courtroom clerk duties; however, the focus of their duties is legal processing. As experience is acquired, the incumbent performs duties with increasing independence. Some positions may remain at the Court Clerk I level; however, most incumbents at the Court Clerk I level advance to Court Clerk II after six months of satisfactory performance and approval from the supervisor. The Court Clerk I receive close supervision from a Supervising Court Clerk and may receive training and assignments from a Court Clerk II or Court Clerk III.

Court Clerk II

This is the journey level in the Court Clerk series. Positions in this class are flexibly staffed and are typically filled by advancement from the Court Clerk I level, or, when filled from the outside, require prior clerical experience in a court setting. Prior to appointment to Court Clerk II, an employee must be able to perform the full range of duties at the journey level and meet the qualification standards of the higher class. Court Clerk II is distinguished from the higher class of Court Clerk III in that the latter is the advanced journey level in the series, provides lead work assistance and performs highly complex clerical work with a great degree of independence. The Court Clerk II receives general supervision from a Supervising Court Clerk and may receive training and assignments from a Court Clerk III.

Job Responsibilities:

Court Clerk I

Establishment and maintenance of filing and information retrieval systems; personal computers and software applications related to court support work; basic filing and record keeping; correct punctuation, grammar, and spelling; basic accounting practices; and public and community relations.

Court Clerk II

In addition to Court Clerk I:

Legal procedures, documents, and terminology used in court cases; preparation and maintenance of court calendars; court statutes, rules, regulations, policies and procedures, documents, and terminology affecting assigned functions; and approved standards for financial record keeping.

Ability to:

Court Clerk I:

Perform a wide variety of legal processing support work; interpret, explain and apply a variety of policies, rules, procedures, and regulations; learn to read and understand statutes and instructions related to court proceedings; learn to take and transcribe notes of court proceedings; understand and follow court procedures; establish and maintain cooperative working relationships with coworkers, the public, and individuals from other agencies; use a personal computer and software for word processing, spreadsheet, database, and other job-related applications and systems; make mathematical calculations necessary to carry out assigned functions; and learn court policies, procedures, documents, and terminology affecting assigned functions.

Court Clerk II

In addition to Court Clerk I:

Gather, organize, and present a variety of data and information; prepare clear, concise, and accurate records and reports; perform a wide variety of complex and specialized clerical support work; accurately set up, monitor, and maintain financial records; independently initiate and answer correspondence; attend court sessions and perform a variety of support functions; take and transcribe notes of court proceedings; read and understand statutes and instruction related to court proceedings; prepare clear, concise and accurate court minutes, records, and reports; gather, organize, and present a variety of data and information; effectively represent court in responding to inquiries; providing assistance; and dealing with concerns from the

public, community organizations, and other agencies; and assist in work assignments and training of other clerks.

MINIMUM QUALIFICATIONS (*SEE SPECIAL NOTE BELOW)

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Court Clerk I

One (1) year of experience performing clerical and public contact duties.

Court Clerk II

Six (6) months of experience as a Court Clerk I. OR Two (2) years of experience performing clerical and public contact duties, including one (1) year in a court setting, performing a variety of legal processing, public contact, and general clerical support duties.

***SPECIAL NOTE: All applicants must submit a 5-minute timed typing certificate along with their job application and supplemental application.** Free typing tests are offered locally upon registration for services at Mother Lode Job Training located at 5362 Lemee Lane, Mariposa, CA 95338; phone number: 209-966-3643. Out of the area applicants may take a 5-minute typing test at an employment resource location near them. **Typing certificate must be current (within the last six months).**

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk, or otherwise move within the court; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment, including computers, telephones, calculators, copiers, and fax; lift boxes of stored documents weighing up to 30 pounds.

THE SELECTION PROCESS

All interested applicants must fill out a Job Application and respond to the items on the Supplemental Application and submit a 5-minute timed Typing Certificate. For those who meet the minimum qualifications, a competitive evaluation of the training and experience described on your Supplemental Application will be performed if there are more than ten qualified applicants. Your Supplemental Application will be scored based on that competitive evaluation. This process may be altered if there are ten or less applicants that qualified.

The attached Supplemental Application is designed specifically for this recruitment and must accompany the regular application in order to be considered for this position. Applications received without the required supplemental information run the risk of being screened out of the selection process.

Employment is subject to a background, credit check, and a Live Scan. Any false statement or omission of material fact may cause forfeiture of employment. Information presented on employment applications, resumes and attachments, and during the selection process, is subject to verification. Employees are prohibited from engaging in activities which conflict with the interests of the Superior Court of California, County of Mariposa.

The information contained herein does not constitute either an expressed or implied contract or offer of employment, and these provisions are subject to change.

HOW TO APPLY: This recruitment is a continuous filing until filled.

To obtain Mariposa Superior Court's employment application, please visit our website at:

Mariposa Superior Court's Website: <https://www.mariposa.courts.ca.gov/general-information/employment>

OR

Please contact:

Judicial Council of California
Attn.: Human Resources
455 Golden Gate Avenue
San Francisco CA 94102-3688
Ph (415) 865-4260
JOBS@jud.ca.gov

Please email, mail, or deliver a hard copy of the employment application, resume, typing test and answers to the supplemental questions to:

Judicial Council of California
Attn.: Human Resources
455 Golden Gate Avenue
San Francisco CA 94102-3688
JOBS@jud.ca.gov

Please be careful in filling out your prior work history in Section 15 of the application. Show the starting and ending dates (month and year) for each job listed and the number of hours per week that you worked.

Section 13 and 15 of the application must include sufficient information to show that you meet the minimum qualifications described in the job bulletin for the position for which you are applying.

A resume is to be attached, however, applications where the prior work history section is not completed may be returned as incomplete.

COURT CLERK I/II
SUPPLEMENTAL QUESTIONS

Name _____

Address: _____

Telephone: _____

INSTRUCTIONS TO APPLICANT:

This supplemental requires you to prepare narrative descriptions of your relevant experience and capabilities. In answering the questions that follow, describe your most relevant experience, education or other background that demonstrates that you possess these particular qualifications.

We are asking you to go through this process to enable us to give you full credit for all relevant accomplishments. We recommend that you complete the form over a period of time.

Only those candidates demonstrating the best job-related qualifications will be invited to continue in the selection process. Therefore, it is to your advantage to complete this form thoroughly and accurately.

Responses such as "see resume" or "see application" will NOT be evaluated. A separate sheet of paper may be attached.

I, the undersigned, understand that all information provided herein is subject to verification and is true to the best of my knowledge and ability.

Signature

Date

**COURT CLERK I/II
SUPPLEMENTAL QUESTIONS**

Your response to the following questions must be typed or printed. Please limit your response to approximately one-half page or less for each question

1. 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.

2. Discuss your philosophy regarding the importance of customer service and indicate your professional experience with providing excellent and effective customer service in an organizational setting.

3. This position requires strong communication skills, both written and verbal. Information must be accurate. Please describe how your experience supports these skills.

4. Describe a time in your current or past position where you were required to manage multiple priorities to achieve a final outcome under time constraints.