



The Superior Court of California, County of Butte
Human Resources Department
One Court Street, Oroville, CA 95965
Phone: (530) 532-7103  **Fax: (530) 532-7291**
www.buttecourt.ca.gov

Invites Applications for the following position:

COURT CLERK I / II

**Hourly Salary Range: Court Clerk I - \$13.45 - \$16.35*;
Court Clerk II - \$14.93 - \$18.15***

Advance placement within the range possible with prior California trial court experience
*Salary is subject to a mandatory 3.85% reduction, with a corresponding receipt of 10 paid days off, for fiscal year 13/14 and an additional 5% reduction with a corresponding receipt of 13 paid days off, for fiscal year 14/15 due to current State financial difficulties.

Filing Period: Saturday, March 29th, 2014 thru Friday, April 18th, 2014

The Position: To examine, approve, and accept legal documents for filing in the Superior Court of California, County of Butte; assist in calendaring court proceedings; may attend court sessions, performing a variety of clerical and administrative support functions; and to perform related duties as assigned.

Distinguishing Characteristics: This is the entry-level classification for the Court Clerk Senior, II, I series. Incumbents apply the requisite knowledge, skills, and abilities in learning to perform the full scope of court clerk duties. Incumbents are trained in working with applicable legal forms and documents and learning the necessary and appropriate legal terminology and procedures of the division in which they are assigned. Court Clerks may be assigned to work in various divisions and at any of two court locations throughout Butte County and rotated if operationally needed. **NOTE:** An incumbent in this entry level classification is expected to advance to the higher level classification of Court Clerk II after one-year of court clerk experience and demonstrating proficiency for the advancement.

Representative Duties: (The following lists of duties are typical of those performed by the incumbent in this classification)

- Receives and examines legal documents for completeness and conformity to requirements; returns unacceptable documents, and affixes seals and stamps to endorse, certify, or file documents; files legal documents and related case materials; retrieves and delivers files and documents to court or appropriate parties.
- Determines, accepts and records filing fees, fines, forfeitures, and bails; explains fees and fines; provides information regarding court or filing procedures; answers inquiries and explains legal filing processes; assists individuals in locating materials and information.
- Verifies enters, retrieves, corrects, and updates information in automated record-keeping systems; provides information regarding scheduled cases.
- Assigns matters to proper department of the court; calendars court proceedings, typing, or producing the court calendar on automated systems.
- Attends court sessions, recording and transcribing minutes; prepares official records of court proceedings; records decisions, verdicts, and judgments; issues writs, abstracts, notification and follow-up on court orders; completes and processes court documents for appeals to Court of Appeals; prepares case files, ensuring that all necessary documents are included, and researches cases to locate information or documents.
- Prepares and types forms, documents, reports, and correspondence; processes mail for proper disposition; copies legal documents.

Minimum Qualifications:

Two years of clerical experience involving public contact. Successful completion of a program of Paralegal Studies or an Associate of Arts Degree from an accredited college or university in legal, legal clerical, or a closely related field may be substituted for one year of the experience. Possession of the minimum qualifications is not necessarily a guarantee of further advancement in the selection process. Those applicants appearing most qualified will be selected to advance.

Pre-employment Policies and Other Requirements: All offers of employment are contingent upon submission of documents verifying identity and authorization to work in the United States in accordance with the Immigration and Naturalization Control Act of 1986; passing a pre-employment medical review/examination; background and reference check, including a fingerprinting check for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). Possession of a valid California driver's license may be required, if applicable to the job.

Salary and Benefits Package:

Salary range consists of 5 steps with approximately 5% between each step. Annual performance reviews are given which may advance the employee through the steps.

Benefits:

- Sick Leave - 12 days annually
- Vacation - begins with 3 weeks / year and increases with longevity
- 13 paid holidays
- Position eligible for 2% longevity pay at 10 and 15 years of service
- Membership in (CalPERS) Retirement System (**Court contributes 3.5% of salary for employee's share**)
Employees are vested after 5 years of F/T service.
- Choice of 3 CalPERS Health Insurance Plans
- Dental & Vision Plans
- Basic Life Insurance provided by the Court (\$25,000 coverage); Employee can purchase additional voluntary coverage
- Deferred Compensation Plan available
- Employee Assistance Program

This position requires, as a condition of continued employment, that they either 1) become a union member, 2) pay a fair share fee to the union, or 3) meet specific requirements under which an equivalent amount must be paid to a charity.

Application and Selection Procedures: An application may be obtained by visiting the court's website at www.buttecourt.ca.gov or contacting Butte County Superior Court, One Court Street, Oroville, CA 95965; 530-532-7103. **Applicants must submit an original signed Superior Court Employment Application along with the required Supplemental Questionnaire to the Superior Court Human Resources Office by the final filing deadline.** Attachments to the application will be accepted. Faxed applications will also be accepted at 530-532-7291 and must be followed by the original application postmarked no later than the final filing date and received within (7) days of the final filing date.

Applications will be reviewed for minimum requirements as listed in the job description. All questions on the application must be completed in sufficient detail to permit comprehensive review. It is important that your application show **all** the relevant experience and education you possess. The application will go through a screening process and only the most qualified will be selected to proceed to the examination process. The application is the first step in the examination process, and in some instances, it may be the only criteria utilized in developing the list of candidates. The information that you furnish will be used to determine your qualifications. List all relevant jobs regardless of duration, including part-time and military service. Include a complete list of work experience, which relates to the specific Minimum Qualification requirements. Applicants must meet all of the qualifications for the classification by the final filing date.

Policy of Nondiscrimination

Superior Court of California, County of Butte does not discriminate on the basis of mental or physical disability in the admission or access to, or treatment or employment in, its programs or activities. Special interview arrangements may be made to accommodate disabilities or religious convictions. Contact the Court Administrative Office at (530) 532-7013 well in advance of the exam/interview for assistance.

The Superior Court of California, County of Butte encourages applications from all persons regardless of their race, color, sex, religion, religious creed, sexual orientation, age, national origin, ancestry, physical, or mental disability, medical condition or marital status. Disabled persons are encouraged to apply for all positions with the Butte Superior Court. Reasonable accommodation may be made in the testing procedure as well as the work site.

Note: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. Questions regarding this announcement may be directed to the Butte Superior Court Human Resources Office.