



The Superior Court of California, County of Butte
Human Resources Department
One Court Street, Oroville, CA 95965
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www.buttecourt.ca.gov

The Superior Court of California, County of Butte is accepting applications for the position of:

COURT CLERK I / II

Hourly Salary Range: Court Clerk I - \$15.36 to \$18.68
Court Clerk II - \$16.39 to \$19.92

Continuous Recruitment

POSITION: To examine, approve, and accept legal documents for filing in the Superior Court of California, County of Butte; assist in calendaring court proceedings; 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 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 either of two court locations in Butte County and rotated if operationally needed. **NOTE:** An incumbent in the entry-level Court Clerk I classification is expected to advance to the higher level classification of Court Clerk II after one year of court clerk experience, successfully passing probation and demonstrating proficiency for the advancement.

ESSENTIAL JOB FUNCTIONS: The following lists of duties are typical of those performed by the incumbent in this classification. However, other duties may also be required.

- 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; 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 in automated systems.
- Attends court sessions, recording and transcribing minutes; prepares official records of court proceedings; records decisions, verdicts, and judgments; issues writs and abstracts; notification of and follow-up on court orders; completes and processes court documents for 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.

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 Human Resources Office.

EMPLOYMENT STANDARDS:

Experience: Two years of clerical experience involving public contact. Successful completion of a program in Paralegal Studies or an Associate 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.

Knowledge of:

- Modern office equipment including computers, fax machines and photocopiers;
- Computers software applications including word processing and databases;
- Proper maintenance of records, preparing correspondence and reports; filing, indexing, and cross-referencing methods;
- Tabulating and posting data and basic mathematical computations;
- Principles of English grammar, spelling, and punctuation;
- Methods and practices of legal offices, basic legal terminology and documents; and
- Basic public contact and customer service techniques.

Ability to:

- Type accurately and enter data into a computer system from clear copy and rough notes at a speed sufficient to perform assigned duties; operate a variety of office equipment including personal computers;
- Review documents for accuracy, completeness, and conformity with legal requirements; learn relevant legal terminology; be accurate and pay close attention to detail; maintain complex records; follow standardized procedures;
- Communicate clearly both verbally and in writing; understand and follow through with written and verbal instructions; establish and maintain effective working relationships with judicial officers, attorneys, fellow employees, and the general public.

ENVIRONMENTAL AND FUNCTIONAL FACTORS: Incumbents will perform work inside of buildings; work in a controlled environmental facility; work alone or closely with others; perform work while standing, or sitting; must be able to communicate verbally with coworkers and other individuals; use fingers on both hands; be able to hear well; must be able to see clearly and up close; duties may require the incumbent to stand or walk part of the time with moderate bending, stooping, squatting, twisting, reaching, or working, on irregular surfaces; may require light physical effort which includes frequent lifting of up to ten (10) pounds and occasional lifting of up to twenty-five (25) pounds or more.

COMPENSATION

Salary: Court Clerk I = \$15.36 to \$18.68 / hour. This salary range consists of 5 steps with approximately 5% between each step. Step increases are based on merit, and employees are eligible for an increase annually, until the top of the range has been reached. After successfully passing probation (typically one year), employees are eligible for promotion to the Court Clerk II classification. The salary range for this classification is: \$16.39 to \$19.92 / hour.

Benefits:

- CalPERS retirement
 - New/PEPRA Members: 2% @ 62
 - Classic Members: 2% @ 55
- Annual Time Off
 - 12 paid holidays plus 1 floating holiday
 - 12 days annually of Sick Leave
 - 15 days of Vacation (accrual rate increases with longevity)
- Longevity pay at 10, 15, 20 and 25 years of service
- Choice of 4 Health Insurance Plans (HMO/PPO)
- Dental & Vision Insurance
- \$25,000 Basic Life Insurance (paid by the Court); Additional coverage available for purchase
- ICMA 457 Deferred Compensation Plan
- ADP Flexible Spending Section 125 Account (health/dependent care)
- Employee Assistance Program

APPLICATION AND SELECTION PROCEDURES:

You can download an application from the Butte Superior Court's website at www.buttecourt.ca.gov. You may also request an application by contacting Butte Superior Court Human Resources at 530-532-7103 or HR@buttecourt.ca.gov.

Applicants must submit a TYPED Superior Court Employment Application, supplemental questionnaire and a detailed resume to the Human Resources office. Additional attachments and/or supplemental documents are welcome; however, they will not be accepted in lieu of the required documents. Applications may be dropped off at or mailed to either Butte Superior Court location (1 Court Street in Oroville / 1775 Concord Avenue in Chico); faxed to 530-532-7291; or e-mailed to HR@buttecourt.ca.gov.

All information on the application must be complete to permit comprehensive review. It is important that your application show all the relevant education and work experience you possess, regardless of duration and including part-time and military service. The application is the first step in the examination process, and the information that you furnish will be used to determine your qualifications. Applications will be reviewed for minimum qualifications as listed in this job description. Applicants must meet all of the minimum qualifications for the classification by the time of filing. All correspondence regarding the selection process, including scheduled test and interviews is sent via email. You are responsible for checking your email account on a regular basis to determine the status of your application.

The Butte Superior Court will be accepting applications for Court Clerk I/II on a continuous basis. A written examination for this classification will be held intermittently, and applicants will be notified by email when examinations are scheduled.

Pre-employment Policies and Other Requirements:

Candidates will be subject to a background and reference check, including fingerprinting for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). 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 using E-Verify.

Policy of Nondiscrimination

Superior Court of California, County of Butte, does not discriminate on the basis of mental or physical disability 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, age, sexual orientation, national origin, ancestry, physical, or mental disability, medical condition or marital status. Disabled persons are encouraged to apply for all positions with the Court. Reasonable accommodation may be made in the testing procedure as well as the work site.

COURT CLERK I / II SUPPLEMENTAL QUESTIONNAIRE

The completed questionnaire **must** be submitted with your Butte Superior Court employment application to be considered for the position.

1. The Butte Superior Court has court facilities in two locations (Oroville and Chico) within Butte County. A Court Clerk may be assigned to either of these facilities and the location of the employment may change from time to time. Are you able to work at either of the Court facilities?

YES NO

2. As a Court Clerk, overtime may be periodically required when court proceedings continue past 5:00. Will the requirement of mandatory overtime on occasion present any problems or concerns for you?

YES NO

3. A clerk works in a fast-paced work environment with frequent interruptions and changing tasks each day. Please rate your ability to work in this challenging environment?

Excellent Very Good Good Fair Needs Improvement