



Superior Court of California
County of Lake
Courthouse
255 North Forbes Street
Lakeport, California 95453-4759
(707) 263-2575
An Equal Opportunity Employer

MARY E. SMITH

CLERK OF THE COURT
JURY COMMISSIONER

**IS ESTABLISHING AN ELIGIBILITY LIST
For
COURT CLERK I/II/III**

FINAL FILING DATE: January 2, 2013 at 5:00 pm (POSTMARKS NOT ACCEPTED) **Applications and typing certificate with a speed of 45 corrected words per minute or better must be submitted by this date.**

The Superior Court of California, County of Lake is now accepting applications to create an eligibility list to fill current and future vacancies in the Court Clerk I/II/III series.

DEFINITION

Under general supervision, receives, examines, prepares, files, processes and maintains a variety of legal documents; assists the public in person and over the telephone; verifies, enters and retrieves information from automated and manual record keeping systems; and performs other related duties as required.

CLASS CHARACTERISTICS

Court Clerk I – (201A) This is the entry and first working level class in the series. Incumbents are rotated and must demonstrate proficiency in more than one activity (files, data input, arbitration, appeals, new filings, etc.) of the court prior to progression to the next level.

Court Clerk II – (201B) This is the journey level of the series in which incumbents may work as a lead in a unit, courtroom clerks, perform data entry, and/or perform a variety of document processing duties. Incumbents may rotate through various units of court operations as needed to accommodate employee development, training, and staffing needs of the department. Incumbents must demonstrate proficiency in all activities of a division prior to progression to the next level.

Court Clerk III – (202B) This class functions as the expert working level capable of performing all activities within the division. Incumbents provide technical assistance in more complex and less routine assignments, review the work of others and assist in planning and implementing work procedures, training of staff, and/or other tasks requiring a broad knowledge base acquired through formal and/or informal training and practical experience.

TYPICAL DUTIES

(The following does not include all of the duties that may be performed.)

Depending upon the assignment, duties may include, but are not limited to the following:

- Assists the public in person or by phone; provides procedural information regarding status of legal cases; accepts bail money; answers inquiries and explains legal filing processes and procedures, use of court forms, and basic rules of court; explains fees and fines; assists individuals in locating material and information; accepts routine filings.
- Verifies, enters, retrieves, corrects and updates information in manual and/or automated record keeping systems; post payments for citations; makes docket entries on new cases.
- Prepares document files; assigns identification codes; files a variety of legal documents and related case materials; retrieves files and information from files; searches for missing files; copies materials requested from files and sends to appropriate party; prepares and uses indices to locate materials; follows procedures for

updating and/or purging files; delivers files and documents to court or appropriate party; prepares materials for mailing or microfilming; microfilms documents.

- Computes, receives, receipts, and records payment of fines and fees; reviews, posts, adjusts and balances daily registers and journals; compiles numerical counts and routine statistical data to provide input for reports; counts, balances, and checks daily cash with receipts.
- Prepares court calendars coordinating arrangements with various departments and attorneys; prepares notices of hearings, court appearances, or petitions; coordinates the flow of documents necessary for court assignments; prepares minute sheets; enters actions from minute sheets into appropriate records.
- Types and prepares a variety of material such as abstracts, judgments, clerk's transcripts, declarations, notices, letters, and other legal documents into finished form; composes letters in response to request for general information.
- Attends court trials and hearings; swears in jury members, bailiff and witnesses; records minutes of court proceedings; marks evidence and prepares records of evidence submitted; initiates payment to jurors; performs other tasks in assistance to the court. Provides courtroom clerk relief, on as-needed basis in all divisions; may be required or designated as relief for other positions within the court.

EDUCATION AND EXPERIENCE

Court Clerk I - One year of office clerical experience or any combination of training and experience that could provide the desired knowledge and abilities.

Court Clerk II - Two years of office clerical experience including progressively responsible legal document process experience in multiple work units within a California Superior Court or any combination of training and experience that could provide the desired knowledge and abilities.

Court Clerk III - Three years of legal document process experience in multiple work units of a California Superior Court and demonstrated proficiency in all specified areas of document processing within the Court or any combination of training and experience that could provide the desired knowledge and abilities.

KNOWLEDGE OF:

Court Clerk I - modern office practices and procedures including filing, operation of standard office equipment, personal computers and business correspondence; basic record keeping systems.

Court Clerk II - forms, records, document processing procedures, legal terminology and judicial rules applicable to areas of assignment; records maintenance procedures used in court operations; clerical and technical resources materials and information sources applicable to area of assignment.

Court Clerk III - California codes, and Rules of Court pertaining to Superior Court operations; purpose and processing of a diversity of Court related legal documents, forms, and records; operations, procedures and jurisdictions of the Court.

ABILITY TO:

Understand, explain, and apply specific statutes, codes, laws, regulations and procedures; prepare and process a variety of legal documents; maintain complex legal records and files; locate, identify and correct technical inaccuracies; accurately enter data into a computer; assist people from diverse socio-economic backgrounds in various emotional states.

PHYSICAL DEMANDS

Most positions are primarily desk jobs which may require sitting for long periods of time. Physical demands include occasional lifting and/or moving up to 50 pounds, standing, walking, some stooping, bending, and squatting.

SPECIAL REQUIREMENTS

- A California driver's license is required. However, this requirement will be reviewed on a position basis in accordance with ADA regulations.

- Ability to type at a corrected rate of 45 words per minute. A current, valid keyboarding certificate must be submitted with the application. The certificate must have been completed within the last year in order to be considered current.

WORKING CONDITIONS

May be required to:

- Attend meetings outside of normal working hours.
- Work occasional evening and weekend hours.
- Travel to branch office and statewide as necessary.

SALARY

Note: In Fiscal Year 12/13 all employees are required to take 13 unpaid furlough days, equivalent to a 5.4% pay reduction.

Court Clerk I \$2,084.67 to \$2,533.95 monthly (\$12.0269 to \$14.6187 hourly equivalent)

Court Clerk II \$2,298.35 to \$2,793.64 monthly (\$13.2597 to \$16.1172 hourly equivalent)

Court Clerk III \$2,533.92 to \$3,079.99 monthly (\$14.6187 to \$17.7692 hourly equivalent)

Individuals are typically hired at the Court Clerk I, Step 1 level.

EMPLOYEE BENEFITS

PERS retirement plan integrated with Social Security, subject to the recently enacted pension reform legislation; generous contribution toward employee health, dental, vision, and life insurance coverage (typically covers employee coverage in full); 80 hours per year paid vacation, increasing upon length of service; 96 hours per year paid sick leave; and 12 paid fixed holidays per year; 3 paid floating personal days per year.

SELECTION PROCEDURE

Application forms may be obtained from the Court's website www.lake.courts.ca.gov or the Court Clerk's office at either court location: 255 North Forbes Street, 4th Floor, Lakeport, California or 7000 A South Center Drive, Clearlake, California, or by calling telephone number (707) 263-2263.

All applicants must submit a completed Superior Court of California, County of Lake, application form and a typing certificate completed within the last year showing a corrected rate of at least 45 words per minute. It is not acceptable to complete the application with statements such as "see resume" or "see attached." Resumes may be submitted in addition to the application form; however they will not be accepted in lieu of the application form. **THE FINAL FILING DEADLINE IS 5:00 pm, January 2, 2013.** Applications and typing certificates must be received at the Court Clerk's office 255 North Forbes Street, Lakeport, California by that time. **Postmarks will not be accepted.**

Applications will be evaluated to select the best-qualified candidates to continue in the selection process. The candidates invited to continue in the selection process may be required to participate in written testing, oral interviews and/or job simulation exercises.

Employment with the Superior Court is contingent upon passing a security clearance which includes, but is not limited to, fingerprinting and a Department of Justice records check. Before appointment candidates must provide documents evidencing identity and authority to work in the United States.

Please notify the court prior to the final filing date if accommodation due to disability is needed during the selection process by calling (707) 263-2263. The court reserves the right to require medical documentation concerning the need for reasonable accommodation.



SUPERIOR COURT OF CALIFORNIA, COUNTY OF LAKE
EMPLOYMENT APPLICATION

Human Resources
255 North Forbes Street, 4th Floor
Lakeport, CA 95453-4759
(707) 262-0277

JOB TITLE: _____

APPLICATION ESSENTIALS

- Applicants are required to complete a Superior Court Application. A resume will NOT be accepted in place of a completed application.
Type or print in ink.
The information you provide in this application will be used to verify and evaluate your job qualifications. An incomplete application or inaccurate information may disqualify you.
Submit a typing certificate with a corrected rate of 45 words per minute or better.

Form with fields for Last Name, First Name, Middle Name, Previous Names, Address, City, State, Zip Code, Home Phone, and Work Phone.

1. HAVE YOU EVER BEEN, IN A COURT OF LAW OR MILITARY COURT, CONVICTED OF A CRIME? Do not include minor traffic citations, or juvenile offenses if the juvenile record has been sealed by court order. All Court employees will be fingerprinted and a record check conducted. A conviction will not automatically disqualify you, each case is considered on its merits.
() YES () NO

ARE ANY CRIMINAL CHARGES PENDING AGAINST YOU?
() YES () NO

If YES to either of the above, give date, location, nature of offense, and if convicted the sentence. Use additional paper if necessary.

Table with 4 columns: DATE, LOCATION, NATURE OF OFFENSE, SENTENCE

2. HAVE YOU EVER BEEN FIRED OR ASKED TO RESIGN FROM EMPLOYMENT? If YES, please attach explanation on a separate piece of paper and include employers' names and dates of employment.
() YES () NO

3. ARE YOU NOW OR HAVE YOU EVER BEEN EMPLOYED BY THE COURT OR COUNTY OF LAKE?
() YES () NO

4. ARE YOU FLUENT IN ANY LANGUAGE IN ADDITION TO ENGLISH? If YES, please indicate your skills. If required you will be tested to certify your bilingual skill.
() YES () NO

Language _____ () Speak () Write () Read () Understand

5. DO YOU HAVE ANY RELATIVES OR A DOMESTIC PARTNER EMPLOYED BY THE COURT? There may be limitations on the employment of Father, Mother, Brother, Sister, Wife, Husband, Domestic Partner, or Child. Each case is considered separately for potential conflict of interest.
() YES () NO

Name: _____ Relationship: _____ Department: _____

6. DO YOU HAVE A VALID CALIFORNIA DRIVER'S LICENSE? () Yes If yes, Class _____ Number _____ () No

7. LICENSES AND CERTIFICATES (STATE, PROFESSIONAL, TRADE, ETC. WHICH ARE REQUIRED BY THIS POSITION):

Description: _____ Issued by: _____ Expiration Date: _____ Number: _____

8. EDUCATION: High School Diploma: () YES () NO () G.E.D. CERTIFICATE

NAME AND LOCATION OF COLLEGES OR SCHOOLS ATTENDED:	COURSE OF STUDY MAJOR	DEGREES, CERTIFICATES, UNITS

EXPERIENCE - Please account for all employment within the **last ten years**, beginning with your current or most recent position. **IF NECESSARY, PLEASE USE ADDITIONAL WORK EXPERIENCE ADDENDUM FORM.** In addition, please indicate any other experience that you think is relevant to the position for which you are applying (e.g., volunteer experience). RESUMES ARE WELCOME, BUT ARE NOT ACCEPTABLE AS A REPLACEMENT FOR THIS APPLICATION. Complete all requested information fully.

Name of Employer:	Employer Address:
Dates Employed From: _____ To: _____	Position Title:
Hours per week: _____ Monthly salary: _____	Description of Duties:
Reason for Leaving:	
Number of persons you supervised:	
Name of Supervisor:	
Phone: () _____	
May we contact this employer? () YES () NO	

Name of Employer:	Employer Address:
Dates Employed From: _____ To: _____	Position Title:
Hours per week: _____ Monthly salary: _____	Description of Duties:
Reason for Leaving:	
Number of persons you supervised:	
Name of Supervisor:	
Phone: () _____	
May we contact this employer? () YES () NO	

NOTICE: Employment with the Court may result in assignment to different work locations. In accepting employment with the Court you are consenting to assignment to and transfer between different work locations. **DESIRED LOCATION:** () Lakeport () Clearlake

In accordance with the Immigration and Control Act of 1986, employment of persons hired by the Superior Court will be contingent upon presentation by the employee of acceptable documents verifying identity and authorization for employment in the United States.

I understand the Court will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools and firms named therein, except my current employer, if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information. My signature affirms that all information on this application and attachments is true, complete and correct to the best of my knowledge. I understand that falsification of information, or misstatement or omission of fact may lead to the removal of my name from the eligibility list or termination from employment.

SIGNATURE _____ DATE _____

EQUAL OPPORTUNITY EMPLOYER QUESTIONNAIRE

Your voluntary answers to this section will provide statistics needed for the Lake County Superior Court to evaluate its recruitment program as well as prepare statistical reports required by Federal and State agencies. This form will be detached from the employment application. The information contained on this form will be confidential and will NOT be used to make a decision about your employment.

POSITION APPLIED FOR: _____

FEMALE **MALE**

ETHNIC GROUP – PLEASE CHECK ONE WHICH BEST IDENTIFIES YOU:

- WHITE (not of Hispanic origin):** All persons not classified into one of five specific ethnic categories that follow.
- ASIAN or PACIFIC ISLANDER (other than Filipinos):** All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Pacific Islands.
- BLACK (not of Hispanic origin):** All persons having origin in any of the black racial groups.
- FILIPINO:** All persons having origins in the peoples of the Philippine Islands.
- HISPANIC:** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- AMERICAN INDIAN or ALASKAN NATIVE:** All persons having origins in any of the original peoples of North America.
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HOW DID YOU FIND OUT ABOUT THIS JOB? (CHECK ONE OR MORE)

- LAKE COUNTY RECORD BEE**
- INTERNET POSTING**
- OTHER NEWSPAPER:** _____
- COURT OR COUNTY EMPLOYEE** **FRIEND OR RELATIVE**
- POSTING AT COURTHOUSE**
- OTHER:** _____