Superior Court of California
County of Lake
Lakeport Courthouse
675 Lakeport Blvd.
Lakeport, California 95453-4759
(707) 263-2374
An Equal Opportunity Employer

KRISTA D. LEVIER
CLERK OF THE COURT
JURY COMMISSIONER

IS ACCEPTING APPLICATIONS
For
COURT CLERK I

All applicants must submit a completed Superior Court of California, County of Lake application form.

OPENING DATE: 11/9/2026

CLOSING DATE: Continuous until filled
For first consideration, applications are due by 5:00 p.m. on December 9, 2026

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.

Full job description and application form is available on the court's website: www.lake.courts.ca.gov

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.

SALARY
Court Clerk I **Hourly:** $19.75 to $24.01 **Monthly:** $3,423.35 to $4,161.07

EMPLOYEE BENEFITS
CalPERS retirement plan integrated with Social Security subject to 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; 13 paid fixed holidays per year; and 3.5 paid floating personal days per year.

TO APPLY
Application forms may be obtained from the Court's website www.lake.courts.ca.gov, by email at danielle.sallee@lake.courts.ca.gov, or at the Court Clerk's office at either court location: 675 Lakeport Blvd., Lakeport, California or 7000-A South Center Drive, Clearlake, California. All applicants must submit a completed Superior Court of California, County of Lake application form. Applications must be received by 5:00 p.m. on December 9, 2026 for first consideration.