



Superior Court of California
 County of Lake
 Courthouse
 255 North Forbes Street
 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/II/III**

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

OPENING DATE: 6/28/2024

CLOSING DATE: Continuous; To be considered for the first round of interviews, applications should be submitted by 5:00 p.m. on July 15, 2024

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.

Applications are available on the court’s website: www.lake.courts.ca.gov or by email vanessa.vestal@lake.courts.ca.gov

SALARY

Court Clerk I -	Hourly: \$17.26 to \$20.98	Monthly: \$2,991.28 to \$3,635.93
Court Clerk II -	Hourly: \$19.03 to \$23.13	Monthly: \$3,297.90 to \$4,008.62
Court Clerk III -	Hourly: \$20.98 to \$25.50	Monthly: \$3,635.91 to \$4,419.47

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.

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.

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

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) 263-2374 ext. 2838.

All applicants must submit a completed Superior Court of California, County of Lake application form. 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. Applications must be received at the Court Clerk’s office at 255 North Forbes Street, Lakeport, California.

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 if accommodation due to disability is needed during the selection process by calling (707) 263-2374 ext. 2838. The court reserves the right to require medical documentation concerning the need for reasonable accommodation.