



Legal Processing Clerk II

**Resumes in lieu of the application form will not be considered.
Documents received after the closing date will not be considered.**

Closing Date: July 17, 2024

Annual Salary Range: \$40,720 - \$48,788

Definition: Performs legal office clerical duties and provides responsible office assistance for the Superior Court.

Essential Duty Sample (This List Is Not All Inclusive, BUT A REPRESENTATIVE SAMPLE OF DUTY FUNCTIONS) Type, proofread and process a variety of legal documents which may include commitments, appeals, motions, writs, jury instructions, information, jury venires, jury demands, jury payroll, failure to appear notices, orders to show cause, subpoenas, priors and modifications, and interviews, correspondence, memoranda, reports and statistical records from rough drafts, raw data, tapes or verbal instruction; Open, maintain, update and close case files; Update and maintain calendars and/or jury lists on a daily basis to keep trial dates current; Prepare, maintain, update, and file a variety of lists which may include witness lists, trial lists, defendants lists, motions, writs and appeals logs, case logs, commitment lists, appeals logs, sex offender lists and lifer hearing lists; Answer a variety of questions and provide information on the status of cases to victims, defendants, witnesses, and various law enforcement agencies; Perform a variety of supportive office functions including receiving, sorting and distributing incoming and outgoing correspondence; Plan work according to priorities and schedules and suggest minor changes in procedures to correct operational problems; Perform routine office equipment checks to determine cause of problems, and report needed repairs; May provide direction to lower legal and/or general clerical assistants; May assist in the training of new employees; May operate a variety of office automation and peripheral equipment; May operate a variety of office related appliances which may include CLETS teletype and/or a two-way radio; May undertake and complete a variety of legal office assistance projects requiring initiative and the maintenance of confidentiality; May be required to read, write, and speak in a language other than English; Attend staff and other work-related meetings, workshops, seminars, and other continuing education opportunities; May collect and accurately receipt fees and make correct change if necessary; May receive various court documents.

EMPLOYMENT STANDARDS

Education / Experience: Any combination of education and experience that could likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be an equivalent to completion of the twelfth grade AND either:

- a) One year general clerical experience
- b) A graduate of a certified legal program, or
- c) Associate's degree or higher with six months of clerical experience or specific legal coursework.

Self-certify required computer and keyboarding skills.

Knowledge, Skills and Abilities: Proper English usage, spelling, grammar and punctuation; Math sufficient to perform addition, subtraction, multiplication and division including use of fractions, decimals and percentages; Basic legal terminology and documents; court and judicial system procedures; Alphabetical, numerical, non-numerical and legal filing systems and procedures; Report and form design, and production methods; General function and purpose of legal offices; Learn the organization, procedures and operating functions of the Court to which assigned; Perform basic legal clerical work including the maintenance of appropriate case files and records and related statistical and general reports; Verify and enter data for a variety of lists, logs and reports; Understand and carry out verbal and written instructions; Communicate with the public, agencies, and court officials on legal matters; Establish and maintain effective working relationships with court staff and the public; Organize work and set priorities; Perform work with accuracy and attention to detail; Work under general supervision; Prepare a variety of charts, graphs, and other special documents; Analyze and correct operational, procedural, and programmatic problems encountered in the course of work; Keyboard at 35 words per minute; Speak, read and write a language other than English may be required, depending on assignment.

EMPLOYMENT PROCESS AND EMPLOYEE BENEFITS

Equal Opportunity Employer: The court does not discriminate on the basis of race, religion, color, national origin, sex, gender, sexual orientation, gender identity or expression, genetics, veteran status, age, or disability or any other status protected by law. The court will provide reasonable accommodation to qualified individuals with disabilities in compliance with state and federal law. In addition, the court complies with applicable state and local laws governing nondiscrimination in employment in every location in which the court has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

THE EMPLOYMENT PROCESS

Application: Prospective employees must submit an application, supplemental application form and other required documents by 5:00 p.m. on the final filing date. Final filing dates vary and are listed on the front of each job announcement. Separate applications must be submitted for each recruitment. Resumes will not be accepted in lieu of the application.

Examination: Applications will be reviewed and evaluated to determine the most highly qualified candidates. Those candidates will then be invited to participate in the examination process which may consist of an application review, written, oral, or performance exam or any combination thereof. Exam scores determine rank on employment lists.

Exam Accommodation: Disabled applicants who require special testing arrangements must contact the Human Resources Department.

Employment List: Employment lists contain names of applicants who have obtained passing scores. Employment lists remain active for six months unless otherwise determined by the Human Resources Manager.

Appointment: The top five ranks on the employment list will be interviewed by departments having vacancies. The position supervisor makes the hiring decision.

Probationary Period: Employees appointed to competitive positions serve a probationary period of 6 months prior to being considered regular.

Condition of Employment: Candidates selected may be required to pass a pre-employment physical and/or psychological examination which is given at no cost to the candidate. A reference check and/or background investigation may also be conducted.

Special Notice: Candidates selected as full-time employees for positions in this classification may join the union and authorize a union dues deduction, or salary deduction of appropriate fee.

Driver's License: For positions requiring the operation of a motor vehicle, candidates referred for a hiring interview may be required to provide a DMV report and meet the Court's driving standards.

Immigration Law: Prior to employment, applicants will be required to provide proof of identity and authorization to work in the United States.

THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT AND ARE SUBJECT TO CHANGE.

Call our Job Information Line (559) 730-5000, option 8, option 2; Email us at courtHR@tulare.courts.ca.gov

or

Drug Free Work Place: The Court is a drug-free workplace and has a comprehensive substance abuse policy.

COMPENSATION

Salary ranges have 5 steps with approximately 5% between steps. Starting salaries are normally at the first step with achievement of the second step after 6 months satisfactory service. Twelve months of satisfactory service are required between each of the remaining salary steps. Candidates granted advanced step appointments are required to perform twelve months of satisfactory service before consideration for the next salary step increase.

EMPLOYEE BENEFITS

The information listed below is a general summary of benefits. The Court has a variety of benefit options available which may differ between bargaining units. Some management positions are granted 5 additional days of vacation.

Vacation: 11 days initially; 16 days after 3 years; 20 days after 8 years; 25 days after 11 years; 300 hour accrual limitation.

Holidays: 14 holidays + 2 floating holidays per year.

Sick Leave: 12 days annually with unlimited accumulation.

Insurance: Medical plan, dental and vision coverage are available. Dependent coverage is also available. Life insurance coverage of \$10,000 is provided. All positions are eligible for long-term and/or State disability insurance. Additional supplemental life and long-term disability insurance may be purchased by the employee.

Retirement: The retirement plan is a defined benefit plan administered pursuant to the 1937 Act County Employees Retirement Act and integrated with Social Security. In addition to ordinary retirement benefits, the plan provides disability and death benefits. Retirement contributions are made by both the Tulare County Superior Court and the employee. The Tulare County Superior Court has reciprocity with the State of California, contracting PERS agencies, State Teachers' Retirement System, and all County 1937 Act Retirement Systems.

Other Benefits: Voluntary benefit plan, Employee Assistance Program, Employee Recognition Program, IRS Section 125 Program (provides tax savings for insurance costs, dependent care costs and unreimbursed medical expenses), and Deferred Compensation plans are available.

Visit our website at www.tulare.courts.ca.gov