



## **Supervising Clerk**

**Resumes in lieu of the application form will not be considered.**

**Closing Date: May 11, 2023**

**Annual Salary Range: \$58,745 - \$70,796**

**Definition:** Plans, directs and supervises the work of a staff engaged in performing a variety of complex document processing duties and/or acts as a supervisor over a group of Court support staff. This classification is unrepresented and at-will.

**Essential Duty Sample: (This List Is Not All Inclusive, BUT A REPRESENTATIVE SAMPLE OF DUTY FUNCTIONS)** Leads the work of the Court support staff; trains, coaches, and instructs in work procedures and courtroom operations; observes and reviews work practices; reviews quality of completed paperwork, and will assist in writing Performance Evaluation Forms; Performs the most difficult and complex duties assigned to the work unit including receiving, examining and filing a variety of legal documents; reviews the documents for completeness, timeliness and compliance with legal requirements. Prepares and maintains documents and exhibits; files legal documents and related case materials; retrieves and delivers files and documents to court or appropriate parties. Provides information regarding cases and court procedures; answers inquiries and explains legal filing processes; explains fees and fines; assists individuals in locating material and information. Verifies, enters, retrieves, corrects and updates information in manual or automated recordkeeping systems. At the direction of the judge, prepares and issues legal orders such as warrants, writs, orders, subpoenas, abstracts and other official documents on behalf of the court; recalls warrants, exonerates bail, prepares judgments, and dismisses or seals cases in accordance with established codes and court procedures. Prepares a variety of documents related to court operations including court minutes, court calendars, notices of hearings, court appearances or petitions; coordinates the flow of documents necessary for court assignments. Accepts fines and fees; makes appropriate journal entries; issues receipts and balances cash drawers. Handles routine correspondence related to unit operations through the preparation of memos, letters and reports utilizing computers and related software including word processors and spreadsheets. Assists with analyzing court procedures, formulates administrative procedures, forms and processes, develop efficient workflow methods, and implements manual/automated systems; Serves as a representative of the Court, displaying courtesy, tact, consideration and discretion in all interactions with other members of the Court community and with the public. Attends court sessions and take minutes of actions and proceedings; operate electronic recording device, request clarifications of instructions and order of actions to properly note the official court record; Impanels and polls jurors, records challenges, administers oath or affirmations to witnesses and jurors, record jury service, and calculates jury billing on Civil/Family Law cases and present bill to attorneys. Maintains, marks and secures written instructions to the jury; Performs related duties as assigned.

### **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: Education equivalent to graduation from high school and four years of increasingly responsible clerical and courtroom experience as in a trial court environment.

**Knowledge, Skills and Abilities:** Knowledge of: Practices and procedures for assigned division - civil, small claims, family law, juvenile, criminal or traffic division. Laws and regulations pertaining to assigned court division. Principles and practices of supervision, training, and personnel evaluations. Office practices and procedures including correspondence, filing, and office equipment operation. Word processing, personal computer and other peripheral equipment. Legal documents and terms, and judicial process. Statistical and record keeping methods. Correct English usage, grammar, vocabulary, spelling and punctuation. Skill/Ability to: Manage an office, organize work, establish priorities, maintain good work flow and layout complex work assignments to fit capabilities of subordinates. Compose letters, memos and reports using correct grammar, punctuation and spelling. Take and transcribe accurate notes of court proceedings; Supervise, train, and evaluate other employees. Establish and maintain cooperative working relationships with co-workers and other departments. Independently follow work to completion. Supervise, organize, direct, and participate in the operation of office automation and computer equipment, including the formatting and production of documents. Recognize and maintain confidential information and materials. Prepare specialized and timely reports, support staff procedural manuals, and documents pertaining to contractual or legal proceedings. Give and follow oral and written instructions. Read and comprehend legal documents, reports, forms and correspondence. Work under pressure of deadlines and multiple, simultaneous tasks. Tactfully screen telephone calls and handle complaints from the public or refer to proper authority. Type accurately from a clean copy at a speed of 50 words per minute.

# EMPLOYMENT PROCESS AND EMPLOYEE BENEFITS

**Equal Opportunity Employer:** The Court does not discriminate on the basis of race, religion, color, national origin, sex, age or handicap in any of its programs or activities. The court will provide reasonable accommodation to qualified individuals with disabilities in compliance with state and federal law.

## 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.

**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.

**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:** 13 holidays + 2 floating holidays per year.

**Sick Leave:** 12 days annually with unlimited accumulation.

**Insurance:** A medical PPO 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:** 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.

**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](mailto:courtHR@tulare.courts.ca.gov) or Visit our website at <http://www.tularesuperiorcourt.ca.gov/>**