

Superior Court of California  
County of Tulare  
**EMPLOYMENT OPPORTUNITY**



Human Resources Department  
221 S Mooney Blvd., Rm 104  
Visalia, CA 93291-4583  
(559) 730-5000 option 8  
Fax (559) 730-2772

**Legal Processing Clerk III**

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

**Closing Date: June 13, 2024**

**Annual Salary Range: \$44,484 - \$53,379**

**Definition:** To accept, review and process a variety of legal documents for filing or recording for the Superior Court.

**Essential Duty Sample:** (This List Is Not All Inclusive, BUT A REPRESENTATIVE SAMPLE OF DUTY FUNCTIONS)

**In addition to the duties and necessary employment standards of the Legal Processing Clerk II:**

Perform data entry which includes typing, proofreading and processing a variety of legal documents. Greet public at counters, answer questions regarding standard procedures and status of cases and refer to appropriate resources. Collect fees for document filing, civil actions, criminal judgments, traffic fines and other court actions, accurately calculate and provide change for cash payments and provide detailed receipts to document transactions. Undertake and complete a variety of legal office assistance projects including file destruction. Receive, sort and distribute incoming and outgoing correspondence. Perform routine office equipment checks including copy machine usage, paper usage for copy and fax machines and printers, and other equipment operations. Prepare, maintain, update, and file a variety of lists and other documents. Open, maintain, update and close case files. Operate a variety of office automation and peripheral equipment including calculators, computers, multi-line telephones, fax machines, copy machines and other equipment as introduced and updated. Maintain liaison with other court divisions and other court systems as required by job functions or as instructed by supervision. Update and maintain calendars and jury lists on a daily basis to keep trial dates current. Pull and review case files daily for attorney's court appearances. Prepare status sheets for the day's trials. Assist in the training of new employees. Answer multi-lines phones as front line communication for division. Serve 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.

**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 educational equivalent to completion of the twelfth grade AND two years of increasingly responsible clerical experience including one-year clerical work providing a background in legal processes and/or court procedures with extensive public contact involving responsibility for receiving and processing legal documents. Six months' legal clerical experience may be substituted with an associate's degree and one-year legal clerical experience may be substituted with a bachelor's degree.

**Knowledge, Skills and abilities:**

Proper English usage, spelling, grammar and punctuation; U.S. monetary system and cash handling procedures; Basic math functions sufficient to calculate percentages; Legal forms and terminology; Operation of personal computers sufficient to enter and obtain information; Filing procedures for civil, criminal, probate and juvenile court; Communicate with a variety of people of various educational and socioeconomic backgrounds using patience, tact, courtesy and restraint; Give clear verbal and written instructions; Check all documents for accuracy and completeness; Keyboard at 35 wpm; Prepare clear, concise letters and memoranda; Organize work, establish priorities, remain flexible and tolerant under changes in workloads and assignments; Use business telephone etiquette; Establish rapport and effective working relationships with fellow employees; Assist customers and make decisions regarding specific questions or procedures; Work under limited supervision.

*The Superior Court of California, County of Tulare, is an Equal Opportunity Employer*

# 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.

**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 per year + 2 floating holidays  
**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.

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

Email us at [courtHR@tulare.courts.ca.gov](mailto:courtHR@tulare.courts.ca.gov) or visit our website at [www.tulare.courts.ca.gov](http://www.tulare.courts.ca.gov)