



## **Courtroom Clerk**

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

**Closing Date: March 16, 2022**

**Annual Salary Range: \$45,978 - \$55,284**

**Definition:** Prepares the official record of Superior court proceedings; to maintain documents and exhibits introduced in courts; and to check points of legal procedures.

**Essential Duty Sample:** (This List Is Not All Inclusive, BUT A REPRESENTATIVE SAMPLE OF DUTY FUNCTIONS) Prepare all necessary legal papers, case files, documents and records for Court sessions; Attends court sessions and takes minutes of actions and proceedings; requests clarifications of instructions and order of actions to properly note the official court record; Advises attorneys, public agencies, and the public on the status of cases and provides procedural information; May act as clerk of court to administer oaths to witnesses and jurors, take minutes and keep daily records of court proceedings; Examines ledgers, reports, and other financial documentation for technical defects and accuracy; Maintains court records and files, such as records of court-appointed counsel and experts; receipts, marks, and takes custody of evidence; Impanels and polls jurors, records challenges, administers oath or affirmations to witnesses and jurors, and records jury service and compensation due jurors; Prepares and reviews for format and content a variety of court documents; Prepares court calendars and/or calendars cases for hearing, conferring with the appropriate individuals according to established procedures; distributes calendars and related case files for review; Receive, record, secure and store evidence and exhibits; Keep record of attendance and of mileage traveled by jurors; Maintain, mark and secure written instructions to the jury; Prepare minute orders, bench warrants, bail forfeitures, and other legal documents as may be required by specific proceedings, or as directed by the bench officer; Train employees in court procedures and review in-court work for completeness and accuracy; Provide case status information to jurors and other pertinent parties and, by request, to public, county departments and other agencies in person, by telephone or in writing; Arrange for payment of jurors and reporter fees; Perform various clerical tasks such as typing legal documents, operating office equipment and supplying courtrooms with needed forms.

## **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 the educational equivalent to graduation from high school AND four years of increasingly responsible clerical experience including two years preparing, processing or working with a wide variety of legal documents for court action, with extensive public contact.

**Knowledge, Skills and Abilities:** State Federal and local laws, statutes and terminology pertaining to civil, criminal, probate, traffic, small claims, family and vehicle code cases; Math sufficient to prepare financial reports, calculate fines, prepare jail/prison commitments and civil judgments; General clerical procedures to maintain a variety of court files and records; Note-taking forms and methodologies; Take and transcribe accurate notes of court proceedings; Be patient, tactful and courteous when dealing with co-workers and the public; Communicate verbally with people of various educational and socioeconomic backgrounds to convey information; Read, understand and interpret legal documents; Retain and recall details of conversations and oral work assignments; Give and follow written and oral instructions; Organize and coordinate work in proper step-by-step order; Adjust to changes in workloads under stress conditions; Speak publicly and make effective presentations; Maintain confidentiality and sound judgment; Keyboard 50 wpm accurately. Self certification of computer and keyboarding skills.

*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:** 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/>**