



**Superior Court of the State of California
County of Kings
1426 South Drive, Hanford, CA 93230
(559) 582-1010 Extension 5021**

Job Announcement

COURT SERVICES CLERK I

Starting Salary: \$31,345

JOB OPPORTUNITY

The Superior Court of California, County of Kings, has an opening for the position Court Services Clerk I. The position will be located at the Hanford Site; however the assignment could be located at the Corcoran, or Avenal Court Divisions. This position currently will be assigned to the Civil/Family Law Division in Hanford.

About the Position:

This position issues legal documents for small claims, civil, criminal and traffic cases; enters, processes and docket judgments; enters legal documents into Register of Action for court proceedings; reviews legal documents to determine acceptance or rejection; researches and provides information by telephone, in person and in writing; opens appropriate court case files; types a variety of legal documents and notices; certifies legal documents as necessary; accepts and receipts fines, fees, payments and cash bail; processes traffic tickets; enters data and statistics on computer; prepares calendar to process cases through court; prepares preliminary information for court minutes; routes legal documents and copies to appropriate agencies, individuals and County departments; pulls files for courtroom use; checks and balances traffic transaction log; closes cases and files including reporting convictions as appropriate; orders and processes jury lists; photocopies and files documents and correspondence; prepares bank deposits; maintains accounts receivable and/or trust accounts; may process appeals to permit higher court review; may perform courtroom duties including case docketing; receives cash or bail bonds; receives, opens and distributes mail; receives and file stamps legal and other documents to initiate case processing; orders and maintains supplies; orders court reporters and interpreters; purges and destroys outdated records; files counter arraignments; may notify judicial council of judge disqualifications; may assist in training new staff; may perform courtroom duties as a secondary assignment, and perform all other as assigned duties relevant.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of High School Diploma or GED; and one year of general clerical experience. Two years of college work or 60 semester units in legal office procedures and terminology may be substituted for the required experience. Ability to type 35 wpm (Applicant must submit a copy of a typing certificate from a recognized agency obtained within the last two years at the time of application.) Bilingual preferred (English and Spanish).

SPECIAL REQUIREMENTS

Must possess a valid California Class ‘C’ driver’s license. Ability to qualify for a security clearance through fingerprinting, traffic and criminal record background investigation, random drug testing and regular TB testing. Ability to sit for extended periods; frequently stand and walk; normal manual dexterity; eye-hand coordination; lift and move objects weighing up to twenty (20) pounds; verbal communication; use of office equipment, including computer, telephone, calculator, copier and fax machine. Travel may be required outside of Kings County for outlying court work site visits, attend meetings, conferences, and trainings.

BENEFITS:

The Court offers a benefit package to its regular full-time employees (pro-rated) which include 13 Court approved holidays; accrued sick/vacation (accrual based on hours worked, minimum 2 weeks/year); a Flexible Benefit Plan to purchase a variety of health insurance plans and related benefits such as Medical Insurance, Dental Insurance, Vision Insurance, Deferred Compensation, Administrative Leave, Medical Reimbursement, Childcare Reimbursement, Life Insurance, Cancer Policy, and Short-term/Long-term Disability. Retirement Plan [2% at age 62] through California Public Employees Retirement System [P.E.R.S.]. An Employee Assistance Program is also provided.

CLOSING DATE:

Open until filled.

Application materials must be submitted in person or by mail by the filing due date A résumé or faxed application cannot substitute for an original Court application.

The Court Application is available on-line at our website: www.kings.courts.ca.gov. For further information or to receive an application in person or by mail (applications only mailed out to individuals residing outside of Kings County), please contact:

Superior Court of the State of California,
County of Kings
Attn: Human Resources Division
1426 South Drive
Hanford, CA 93230
(559) 582-1010 Extension 5021
www.kings.courts.ca.gov

EOE/AA Employer

[This is not an offer of employment by the County of Kings or State of California]