



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

Job Announcement

COURTROOM CLERK I

Starting Salary: \$33,363

JOB OPPORTUNITY

The Superior Court of California, County of Kings, is accepting applications for full-time Courtroom Clerk I/II position located at the Hanford site; however the assignment could be located at the Corcoran, Avenal or Lemoore Courts. *Courtroom Clerks are referred as Judicial Assistant's at other Superior Courts in California.*

ESSENTIAL DUTIES include, but are not necessarily limited to:

Sets and maintains schedule of court events; attends court sessions and records minutes of court proceedings; prepares, certifies and routes documentation to establish sentencing disposition of defendants; notifies Probation Department of verdicts and dates of sentencing; docket criminal cases; completes Register of Action cards for Civil, Small Claims, Family Law, Adoption, Probate, Juvenile, Writ of Habeas Corpus, Criminal, and Traffic cases; types a variety of legal documents and records of court activities; schedules future calendar matters for attorneys; receives, labels, securely stores and routes court exhibits and evidence; sets hearings and accepts filings for courtroom proceedings; administers oaths; orders and/or cancels juries; records jury attendance; impanels juries; prepares record of billing and/or reimbursement claims for juror expenses; prepares, types, files and distributes legal documents and correspondence to reflect judicial decisions; maintains jury instructions; maintains statistics to assist in preparation of Judicial Council reports; sets up and maintains tickler files for court cases taken under submission; reviews and maintains judicial case files; files case documents; researches and responds to inquiries regarding cases and court-related matters; issues and distributes bench warrants; recalls bench warrants at the direction of the Judge or Commissioner; prepares and mails disposition notices of daily court proceedings; orders and maintains inventory of courtroom supplies and legal forms; orders bail reviews and formal sentencing reports; may assist in training new staff; compiles and verifies information to produce master calendar; revises master calendar as changes occur; prepares minutes for use in courtroom; sets court cases for trial; verifies accuracy of daily calendars for Court purposes; and ability to comprehend and analyze legal codes and terminology. (Essential duties may vary from position to position within classifications. Reasonable accommodation will be made when requested and determined by the Court to be appropriate under applicable law. This position may be assigned any other duties as determined and assigned by the Court Executive Officer or his designee.)

MINIMUM QUALIFICATIONS:

Education and Experience :

Possession of High School Diploma or GED; one (1) year of experience equivalent to a Court Services Clerk (any level); OR, one (1) year of responsible legal clerical experience involving working knowledge of general court procedures.; OR, one (1) year of business training in an approved school or training program may substitute for a maximum of 6 months of 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.);

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 and part-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 55] through California Public Employees Retirement System [P.E.R.S.]. An Employee Assistance Program is also provided

Agency Shop Condition of Employment:

Consistent with Government Code 71632.5 et seq., all employees in the representation unit shall, as a condition of new or continued employment, either pay member dues or a service fee for representation.

CLOSING DATE:

Open until Filled

Application materials must be submitted in person or by mail by the filing due date A resume 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
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Hanford, CA 93230
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EOE/AA Employer

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