



Superior Court of the State of California

County of Kings

1640 Kings County Drive, Hanford, CA 93230

(559) 582-1010 Extension 6021

Job Announcement

COURTROOM CLERK I

Starting Salary: \$38,667

JOB OPPORTUNITY

The Superior Court of California, County of Kings, is accepting applications for two full-time Courtroom Clerk I positions located in Hanford, 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; updates case documents 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 bail reviews and formal sentencing reports; may assist in training new staff; 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; and 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 45 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.).



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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 to attend meetings, conferences, and trainings.

BENEFITS:

The Court offers a benefit package to its regular full-time (pro-rated if not hired at the beginning of the plan year) 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, Dependent Care Reimbursement, Life Insurance, Cancer Policy, and Short-term/Long-term Disability. A Retirement Plan is provided [2% at age 62] through California Public Employees Retirement System [P.E.R.S.]. A Classic P.E.R.S. Member Retirement Plan is offered [2% at age 55] only if the employee does not have a six-month break in service as a previous CalPERS member or retirement plan member that is reciprocal with P.E.R.S. An Employee Assistance Program is also provided

CLOSING DATE:

Open Until Filled

Application materials must be submitted in person, online 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
(559) 582-1010 Extension 6021
www.kings.courts.ca.gov

EOE/AA Employer

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