



**Superior Court of the State of California
County of Kings
1640 Kings County Drive Hanford, CA 93230
(559)582-1010 Extension 6021**

Job Announcement

COURT SERVICES CLERK I

Starting Salary: \$38,130 - \$51,098.46

JOB OPPORTUNITY

The Superior Court of California, County of Kings, has an opening for the Court Services Clerk I position.

About the Position:

This position issues legal documents for criminal and traffic cases; enters, processes and docketed 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 receives 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file stamps legal and other documents to initiate case processing; orders and maintains supplies; purges and destroys outdated records; files counter arraignments; may assist in training new staff; may perform courtroom duties as a secondary assignment, and perform all other as assigned duties relevant.

This position opens and closes appropriate case file types for Civil, Family Law and Probate into the Case Management System; reviews documents to determine acceptance or rejection; issues and processes documents; data entry; prepares, types and certifies a variety of legal documents and notices; performs research and provides information by telephone, in person or in writing; assist the public and agencies by telephone, in person or in writing; accepts and receives fees, payments and cash bail; prepares calendars for court sessions; pulls files as necessary for daily calendar; routes legal documents and/or correspondence to Judicial Officers, agencies and/or individuals; receives, opens and distributes daily mail; prepares outdated records for destruction; performs other relevant duties as assigned.

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). Any equivalent combination of training,

education, and experience which demonstrates possession of and competency in requisite knowledge and abilities as determined by the Court Executive Officer.

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 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 Benefit Plan to purchase Medical, Dental, and Vision Insurance, as well as Medical and/or Dependent Care Reimbursement, and Short-term/Long-term Disability. Court provided life insurance. 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 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 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]