



**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

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 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 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 records or exhibits; checks and balances transaction log; closes cases 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file stamps legal and other documents to initiate case processing; orders and maintains supplies; purges and destroys outdated records; files counter arraignments; may assist in training new staff; may perform courtroom duties as a secondary assignment, and perform all other as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.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of High School Diploma or GED; and two years of general clerical experience. Two years of college work or 60 semester units in legal office procedures and terminology may be substituted for one (1) of the required years 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.](#)) 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, and random drug 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.

EMPLOYEE BENEFITS

The Superior Court provides a comprehensive package of employee benefits. Our programs include medical, dental and vision insurance, health and dependent care flexible spending accounts, term life insurance, long term disability and accident insurance and other employee benefits. The court makes considerable contributions to health and retirement benefits on behalf of the employees.

The court also provides paid time-off:

- Paid Holidays – Full-time court employees receive 13 paid holidays
- Paid Sick Leave – Full-time court employees accrue 12 paid sick days per year
- Paid Vacation - Accrual based on years of service; 0-2 = 10 days per year, 2-5 = 12 days, 5-10 = 15 days, higher accruals beyond 10- years of service.

Health Insurance: The court offers three levels of medical coverage for employees to elect. The court pays 100% of the employee medical, dental and vision premiums and contributes a substantial amount towards dependent(s) coverage. Employees who waive court-sponsored medical insurance and who provide proof of other group medical insurance are eligible to receive \$274 per pay period (24 periods per year) in-lieu of court-sponsored medical insurance.

Life Insurance: The court gives you the ability to help financially protect your family/beneficiaries with Life and Accidental Death & Dismemberment (AD&D) Insurance. You have the option to supplement the court-paid \$15,000 policy with life insurance for family members and additional coverage for yourself through Voluntary Life Insurance.

Retirement: The court pays a considerable bi-weekly contribution on behalf of the employee to California Public Employee Retirement System (CALPERS). All regular employees are required to enroll in CALPERS and contribute 6.5% bi-weekly for the defined benefit plan [2% at age 62].

Deferred Compensation: The court offers employees the ability to participate in 457 deferred-compensation plan.

Employee Assistance Program (EAP): The court provides employees with support for a wide variety of challenges through EAP. Benefits include up to three (3) sessions, every six (6) months of face-to-face confidential counseling.

CLOSING DATE

Monday, September 26, 2022, at 5:00 p.m.

A résumé or faxed application cannot substitute for an original Court application. Application materials must be submitted by court email personnel@kings.courts.ca.gov or by mail:

Superior Court of the State of California
County of Kings
Attn: Human Resources Division
1640 Kings County Drive
Hanford, CA 93230
(559) 582-1010 Extension 6021

The Court Application is available on our website: www.kings.courts.ca.gov. Click on the General Information tab and then click on Employment.