



**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

Extra Help (limited duration)

Hourly Rate: \$18.33

JOB OPPORTUNITY

The Superior Court of California, County of Kings has an immediate opening for the position of Extra Help Court Services Clerk in the Criminal/Traffic Division. This is a limited term position not to exceed six months or 960 hours.

ESSENTIAL DUTIES include, but are not necessarily limited to:

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file stamps legal and other documents to initiate case processing; orders and maintains supplies; purges and destroys outdated records; files counter arraignments; may assist in training new staff; may perform courtroom duties as a secondary assignment, and perform all other as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

Extra help employees are not eligible to for benefits including vacation leave, paid holiday, health insurance, life insurance and retirement coverage. Extra-help employees are covered by Social Security and after the first 90 days of employment are eligible to take up to three paid sick days.

CLOSING DATE

Tuesday, July 19th at 5p.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.