



SUPERIOR COURT

COUNTY OF MADERA, STATE OF CALIFORNIA

ANNOUNCEMENT OF EXAMINATION

COURT CLERK

Monthly Salary: \$3,141 - \$3,819

Final Filing Date: Open until filled

THE POSITION

Under general supervision, to perform a wide variety of work involved in the preparation and maintenance of documents and records for court proceedings; to prepare judgment abstracts; to provide information concerning current calendar status and completion of court cases; and to do related work as required.

SUPERVISION EXERCISED

This position may exercise technical and functional supervision over lower level staff.

IMPORTANT AND ESSENTIAL DUTIES

- Review court documents for completeness and accuracy.
- Prepares correspondence, bench warrants, and court orders as directed.
- Prepares required legal papers and records for court sessions.
- Swears in jurors and administers oaths to witnesses.
- Reads charges and indictments to defendants in court and records defendant's pleas.
- Accepts documentary evidence presented in court for filing.
- Takes proper care of exhibits as introduced into evidence in court proceedings.
- Attends court hearings and trials, taking notes of formal proceedings and preparing minutes of proceedings.
- Resolves schedule conflicts and makes changes through contact with attorneys and the court.
- Updates and maintains the court calendar; answers correspondence and telephone inquiries relating to court procedures, disposition of cases, and the court calendar.
- Prepares documents required for commitment of individuals to penal and juvenile institutions.
- May oversee the general maintenance and daily publication of the court master calendar.
- Performs general office support work.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles of accounting record keeping, and maintenance of fiscal records.
- Record keeping, filing, and retrieval systems.
- Modern office practices, methods, and computer equipment including the establishment and maintenance of filing and record keeping systems.
- English usage, spelling, grammar, punctuation, and basic mathematical principles.
- Functions, policies, and procedures of the Madera County Court System.
- Functions, policies, and procedures of the office of the Clerk of the Court.
- Pertinent codes, statutes, and regulations governing court operations.
- Pertinent Federal, State, and local laws, codes and regulations including those affecting public access and use of information and records maintained in the office of the Clerk of the Court.
- Legal procedures, and documents used in court cases.
- Principles and procedures of court calendar preparation and maintenance.

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- Legal terminology.
- Courtroom practices and procedures.
- Principles and procedures of court order and warrant preparation.

Skill to:

- Operate modern office equipment including computer equipment.
- Type at a rate of 45 words per minute from a clear, legible copy.
- Take and transcribe notes accurately.

Ability to:

- Examine and determine the validity and acceptability of documents for filing with the Clerk of the Court.
- Interpret and apply statutes and instructions related to court proceedings.
- Handle and provide for the custody of evidence in a legal, professional manner.
- Maintain, retrieve, and destroy evidence and records.
- Perform a wide variety of office support work.
- Make arithmetical calculations and accurately maintain a variety of accounting and fiscal records.
- Prepare clear and concise correspondence and reports.
- Gather data, analyze information, and prepare a variety of reports.
- Directly assist with and independently perform the full range of Clerk of the Court office functions.
- Interpret, explain, and apply the policies, procedures, laws, codes, and regulations including those affecting public access and use of information and records maintained in the office of the Clerk of the Court.
- Deal tactfully and courteously with the public and legal representatives in providing information about court functions and proceedings.
- Deal tactfully and courteously with the public in explaining the functions, procedures, and laws governing the activities of the office of the Clerk of the Court.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Work independently in a courtroom environment, exercising judgment and initiative.

OTHER JOB RELATED DUTIES

- Perform related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS

Requires one year of increasingly responsible work experience as a Legal Clerk II with Madera Superior Court **OR** three years of increasingly responsible experience performing legal processing and other assistance in a legal office **AND** equivalent to the completion of the twelfth grade.

SPECIAL REQUIREMENTS

Ability to work in a standard office environment.

LICENSE OR CERTIFICATE

Possession of, or ability to obtain, an appropriate, valid driver's license or must be able to provide self-arranged transportation.

PHYSICAL EXAMINATION REQUIREMENTS

As a condition of employment with Madera Superior Court a candidate may be required to complete a review of medical history and employment examination given by the Madera County Health Department and/or health care professional designated by Madera Superior Court.

BACKGROUND CHECK REQUIREMENTS

The final candidate will be required to submit to Live Scan Fingerprinting as a condition of employment should an offer be made. In addition, the final candidate will be required to submit verification of identity, citizenship or legal right to work in the United States.

EXAMINATION PROCESS

A qualifications appraisal for the purpose of appraising the candidate's education, experience, and personal qualifications will be scheduled for those candidates who meet the minimum qualifications and may be administered either by a written examination, oral interview, evaluation of education and experience or any combination of qualifications appraisal determined by Human Resources to be appropriate. Human Resources may limit the number of qualified applicants eligible to participate in the examination process.

BENEFITS

Includes 13 paid holidays per year, 1 Floating Holiday and 1 Personal Holiday per year; 1 sick leave day per month (unlimited accrual); 2 weeks paid vacation after 1 year and accruals increasing thereafter with years of service (45 days max). Membership in the California Public Employees' Retirement System (CalPERS) pursuant to the provisions of California's 2013 Pension Reform Act (Act) and CalPERS Regulations. For those individuals with current or prior CalPERS membership status or a "classic member" will be eligible for an enhanced 2.7% @ 55 retirement formula (based on the highest 12 months; employee contributes 8%). Individuals with no current or prior CalPERS membership status and who are defined as "new members" or new employees under the Act will be eligible for the 2% @ 62 retirement benefit formula (based on the highest 36-months with the employee paying at least ½ of the normal retirement cost). Court offers a Health Benefit Program where certain selected health plans, the Court pays 100% of health insurance premium for employee and 50% for either two-party or dependent coverage. Additional longevity pay after 10, 15, and 20 years of service.

HOW TO APPLY

Please review the Application Guidelines for application requirements. The application is required and may be obtained by accessing the Madera Superior Court website at www.madera.courts.ca.gov or by visiting the Madera Superior Court's Human Resources Division. Human Resources office hours are: **Monday - Friday, 8am - 5pm**. A resume may be included with the application but will **not** be accepted in lieu of an official application. The "Employment History & Experience" section of the application form must be completed in its entirety. Failure to fully complete the application and/or sign the application will result in disqualification.

MAILED APPLICATIONS

If an application is mailed, the application and all required documentation must be received by the final closing date and time indicated. An application may be mailed to: **Madera Superior Court Human Resources Division, 200 South G Street, Madera, Ca 93637.**

NOTE: Postmarks and facsimiles are not accepted.

ADA ACCOMMODATIONS

If you are a person with a disability and need accommodations during the interview process, please contact our office at (559) 416-5517.

THE PROVISIONS OF THIS JOB BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. THE MADERA COUNTY SUPERIOR COURT RESERVES THE RIGHT TO MAKE NECESSARY MODIFICATIONS TO THE EXAMINATION PLAN. SUCH REVISIONS WILL BE IN ACCORDANCE WITH MADERA COUNTY SUPERIOR COURT PERSONNEL POLICIES AND STANDARDS. QUESTIONS REGARDING THIS ANNOUNCEMENT MAY BE DIRECTED TO THE MADERA COUNTY SUPERIOR COURT, HUMAN RESOURCES DIVISION.

Revised: October 17, 2018