

Superior Court of California, County of Yolo

Job Announcement

Courtroom Clerk I

Recruitment # 15-13

Hourly: \$16.90 - \$18.74

Annual: \$35,163 - \$38,986

Open Until Filled

Initial Application Screening on July 29, 2015

JOB DEFINITION

Under close supervision, and on a training basis, attend court sessions and prepare records of court proceedings in conformance with statutes, policies and procedures. Perform a variety of clerical and administrative duties related to court hearings and courtroom proceedings.

DESCRIPTION OF LEVELS

Courtroom Clerk I is the entry and trainee level class for the Courtroom Clerk series (Courtroom Clerk I/II/III). Incumbents in this class are required to learn basic court competencies, processes and terminology, and demonstrate acceptable work habits and interpersonal behaviors.

ESSENTIAL DUTIES include, but are not necessarily limited to:

- Attend court sessions; take minutes of actions and proceedings; request clarifications of information and order of actions to properly note the official court record.
- Examine documents for form, sufficiency of information and conformance with legal procedures for filing in all court actions.
- Maintain court records and files, such as records of court-appointed counsel and experts; receipt, mark and take custody of evidence.
- Record and store exhibits introduced as evidence.
- Impanel and poll jurors, record challenges, administer oath or affirmations to witnesses and jurors and record jury service and compensation for the jurors.
- Advise attorneys, public agencies and the public on the status of cases and provide procedural information.
- Determine notice requirements, including the type of notice and the parties of notice in various court filings, and prepare, dispatch and post notices.
- Certify documents.

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- Maintain court and ex-parte calendar.
- Update court file information electronically and/or manually.
- Perform court-related clerical duties, including preparing a variety of materials relating to legal documents and other correspondence.
- Operate recording devices in the courtroom.
- Perform other duties as assigned. Assigned duties may vary depending upon work location and/or assignment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge:

- Basic math
- Alphabetical and numerical filing system
- Correct use of the English language including spelling, punctuation, and grammar
- California court system and criminal justice system
- California statutes related to Superior Court procedures such as the California Code of Civil Procedure, Penal Code, Vehicle Code, Welfare and Institutions Code, and Rules of Court
- Court policies and procedures
- Legal terminology
- Legal process procedures

Skills and Abilities:

- Read and understand court documents
- Record minutes with speed and accuracy
- Operate standard office equipment
- Type accurately
- Understand and follow written and oral instructions
- Maintain the confidentiality of court-related records
- Accurately perform duties with attention to detail
- Establish and maintain effective working relationships
- Utilize word processing and calendar/electronic communication software
- Communicate effectively
- Read, and apply state statutes, local ordinances, local court rules and procedures pertaining to legal filings and processes
- Prioritize, maintain and coordinate a heavy workload
- Interact with legal professionals, paraprofessionals and the public in a respectful manner
- Write neatly and legibly
- Remain focused during long proceedings or with interruptions
- Work as part of a team and independently
- Work under pressure with tight deadlines and interruptions
- Prioritize and complete assigned tasks

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EMPLOYMENT STANDARDS

Any combination of education and experience that could likely provide the required knowledge, skills and abilities is qualifying.

Education: High school graduate or equivalent

Experience: Four (4) years experience working for a court

Substitution: Up to one (1) year related education may be substituted for one (1) year of the required experience

Typing: Type at a minimum speed of thirty-five (35) words per minute

Driver's License: Possession of a valid California driver's license may be required for some positions.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to use dexterity and coordination utilizing hands to finger, handle or feel objects, use a computer keyboard, view a computer monitor, handle files, single pieces of paper, stacks of papers, and reference and other materials; reach with hands and arms; and stoop and kneel. Hearing and speaking are needed to listen effectively and to talk with individuals in person and by phone. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability of adjust focus.

The employee is frequently required to sit, stand, and move from place to place within the office. The employee is occasionally required to lift and/or move objects weighing up to twenty-five (25) pounds and reach for items above and below desk level. Lifting of objects weighing in excess of twenty-five (25) pounds will require team lifting. The noise and traffic level in the work environment are similar to a busy business office. Normal business hours: 8:00 a.m. to 5:00 p.m., Monday through Friday. Over-time may occur occasionally.

Benefits

- CalPERS retirement (specific benefit determined per California Public Employee Retirement System regulations)
- Employees participate in Social Security, Medicare and State Disability Insurance.
- The Court offers access to CalPERS health insurance (6 HMOs and 3 PPOs). The Court contributes to the monthly cost as follows: Employee only: \$489.23 Employee +1: \$977.95 Employee + 2 or more: \$1,270.99. An in-lieu health insurance benefit is available.
- Dental insurance enrollment is required and the Court contributes to the monthly cost as follows: Employee only: \$46.30, Employee +1: \$83.10, Employee +2 or more: \$134.90.

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- Vision insurance enrollment is required and the Court contributes to the monthly cost as follows: \$13.30 (composite rate).
- Deferred compensation plans are available.
- A flexible spending account is available for qualifying medical or dependent expenses.
- The Court provides a \$10,000 life insurance policy and a \$10,000 accidental death and dismemberment policy at no cost. Employees may purchase additional coverage for themselves and dependents.
- Sick leave is earned at the rate of 8 hours per month
- New employees are granted 40 hours of vacation after 6 months of continuous employment, thereafter the rate of vacation accrual is 80 hours per year. The vacation accrual rate increases to 120 hours after 3 years.
- Additional benefits include up to 16 hours of floating holiday leave, 13 paid holidays and a comprehensive and confidential Employee Assistance Program.

Recruitment Process

To be considered for this position, job applicants are required to submit the following to Yolo Superior Court Human Resources:

- **A completed Yolo Superior Court application form**
- **A typing certificate (must be completed within one (1) year prior to the initial review date of this recruitment. However, internal applicants who have a previous certificate on file with the court do not need to resubmit). See the Typing Certificate Guidelines on last page of this document.**

Human Resources will review completed applications. Applicants who are successful in the application-screening phase will be contacted for an examination and/or structured oral interview.

An eligibility list may be developed and referred to for an undesignated period of time. The court reserves the right to re-recruit rather than select individuals from the eligibility list. Reference checks are required. Background checks and a drug screen are required after a job offer has been extended.

Official Yolo Court application forms and typing certificate guidelines are available on the Court's Web site, www.yolo.courts.ca.gov or may be picked up from the Court Human Resources at 601 Court Street, Woodland CA, 95695. Completed application and typing certification may be submitted in any of the following ways:

- Mail to Yolo Court Human Resources, P.O. Box 1290, Woodland CA, 95776
- Drop off at the Human Resources Department at 601 Court St in Woodland
- Email to humanresources@yolo.courts.ca.gov
- Fax to Court Human Resources at 530-406-6883.

Application materials must be complete and signed. If emailing or faxing, please follow up with the original application within three business days.

For more information contact a Human Resources representative at 530-406-6881.

TYPING CERTIFICATE INFORMATION

ON-LINE TYPING TESTS ARE NOT ACCEPTED

The Yolo Superior Court will accept typing certificates from bona fide agencies provided they meet the requirements stated below.

REQUIREMENTS:

Each of these items must be seen or indicated in your typing certificate:

- Signature of Tester
- Agency Letterhead
- Gross Words Per Minute (minus the # of mistakes equals **net words per minute**)
- Minimum 3-Minute Typing Test
- Date Test Was Administered (within one (1) year prior to the final filing date of the recruitment)
- Number of Errors (Subtract 1 Word Per Error)

If any of this information is not on the certificate, it will not be accepted

TYPING TEST LOCATIONS

(please call agency to verify fees if applicable)

These are examples of some agencies that offer this service; however, you are not required to use one of these agencies. Agencies may charge a fee of approximately \$10 - \$20.

Express Personnel
250 W. Main Street Suite #200
Woodland, CA 95695
530-668-9675

Accustaff
19 Court Street
Woodland, CA 95695
530-662-8607

Yolo One Stop location (no fee for typing certificate)

25 North Cottonwood Street
Woodland, CA 95695
Tel. (530) 661-2641 – call for appointment

Sacramento One Stop locations (no fee for typing certificate)

2411 Alhambra Blvd.
Sacramento, CA. 95818
Tel: (916) 324-6202 – call for hours

2901 50th Street
Sacramento, CA 95817
Tel: (916) 227-0301 – call for hours

7011 Sylvan Rd, Suite A
Citrus Heights, CA 95610
Tel: (916) 676-2540 – call for hours

7000 Franklin Blvd, Suite 540
Sacramento, CA 95823
Tel: (916) 563-5151 – call for hours

1000 "C" Street, Suite 100
Galt, CA 95632
Tel: (209) 744-7702 – call for hours

5655 Hillsdale Blvd, Suite 8
Sacramento, CA 95842
Tel: (916) 263-4100 – call for hours