

Superior Court of California
County of Humboldt



Human Resources Department
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EXTRA-HELP DEPUTY CLERK I/II

Salary Range: \$16.07/hr-\$19.92/hr.
Maximum of 37.5 hours per week

Announced: January 5, 2020
Final Filing Date: **UNTIL FILLED**

Position Summary:

Deputy Clerk I is the entry level position in the Court office support classification series; initially under close supervision, an incumbent in this class learns general office knowledge and specific Court policies and procedures. Deputy Clerk II is the journey level position in this Court office support classification series. An incumbent in this classification is fully competent to independently perform a variety of complex and detailed office and court support duties with minimum supervision, and to exercise sound judgement in applying legal codes, court procedures and policies.

Example of Essential Duties:

(This is not an all inclusive list, but rather a representative sample of duties). A Deputy Clerk I/II is to receive and examine legal documents for completeness and conformity to the requirements, certify and/or file documents. Provide the public with information regarding Court procedures, answer inquiries, explain legal filing processes, assist individuals in locating material and information. The employee will verify, enter, retrieve, correct, and update information in manual or automated record-keeping systems. At the direction of the judge, prepare and issue legal orders such as warrants, writs, and other official documents on behalf of the Court. Accept payment of fines and fees, issue receipts and balance cash drawers.

Education and Experience:

A high school diploma or equivalent, inclusive of experience using standard office equipment and a working knowledge of computer software systems. Possession of a valid CA driver's license may be required.

Knowledge, Skills and Abilities:

Ability to quickly and accurately operate standard office equipment; including: typewriter, computer terminal, copy reproduction or facsimile machine, calculator and telephone. Correct use of the English language including spelling, punctuation, and grammar are required. Candidate must be able to understand and follow oral and written instructions; be patient, tactful and courteous when dealing with Judges and officers of the Court, the public and co-workers. Ideal candidate would have some knowledge of legal terminology, concepts, and technical Court procedures. Must be able to multi-task; organize and maintain accurate files and records.

EMPLOYMENT PROCESS

THE EMPLOYMENT PROCESS

A completed job application is required. Please include all the information requested in the application; resumes will not be accepted in lieu of an application but may be included. The recruitment will remain open until the position is filled. Please list all relevant experience and educational background, and provide all the information requested on the application, including signatures and dates. Incomplete applications will not be considered.

How to Apply: The job announcement and application packet may be obtained in person, or at: Jobs@humboldtcourt.ca.gov, or the Court's website at: www.humboldt.courts.ca.gov.

Application Process: Prospective employees must submit a completed application and any other required documents by 5:00 p.m. on the final filing date (if applicable). Applications will be accepted by mail, e-mail, fax, or delivered in person to the Human Resources office. *Resumes will not be accepted in lieu of an application – please see link to application below:* <https://www.humboldt.courts.ca.gov/files/CourtJobAPPLICATION.pdf>

Examination Process: Applicants meeting minimum qualifications will be required to participate in an examination process.

Exam Accommodation: Applicants with disabilities who require special testing arrangements must complete the Request for Accommodations form: <http://www.courts.ca.gov/documents/mc410.pdf> and submit it to the Human Resources Department prior to testing.

Condition of Employment: Candidates selected are required to pass a LiveScan background test before an official job offer can be made.

Driver's License: For positions requiring the operation of a motor vehicle, candidates referred for a hiring interview may be required to provide a DMV report and meet the Court's driving standards.

Immigration Law: Prior to employment, applicants will be required to provide proof of identity and authorization to work in the United States.

THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT AND ARE SUBJECT TO CHANGE

THE COURT RESERVES THE RIGHT TO CLOSE THIS JOB ANNOUNCEMENT, OR TO WITHDRAW THE ANNOUNCEMENT, ANY OF WHICH MAY OCCUR WITHOUT PRIOR WRITTEN OR OTHER NOTICE

The Superior Court of California, County of Humboldt is an Equal Opportunity Employer

