Job Announcement

COURTROOM CLERK I
Starting Salary: $ 46,575

JOB OPPORTUNITY

The Superior Court of California, County of Kings, is accepting applications for full-time Courtroom Clerk I position located in Hanford, California.

ESSENTIAL DUTIES include, but are not necessarily limited to:

Updates the case management system for Civil, Small Claims, Family Law, Adoption, Probate, Juvenile, Writ of Habeas Corpus, Criminal, and Traffic case types. Schedules and maintains court hearings; attends and records minutes from court proceedings; processes and types a variety of legal documents; receives, marks, securely stores and routes court exhibits and evidence; accepts and processes filings for cases/courtroom proceedings; administers oaths; orders and/or cancels juries; records jury attendance; impanels juries; prepares record of billing and/or reimbursement claims for juror expenses; prepares, types, files and distributes legal documents and correspondence to reflect judicial decisions; maintains jury instructions; maintains statistics to assist in preparation of Judicial Council reports; tracks court cases taken under submission; researches and responds to inquiries regarding cases and court-related matters; verifies accuracy of cases scheduled on daily calendars; ability to comprehend and analyze legal codes and terminology; prepares, certifies, and routes documentation to establish sentencing disposition of defendants; notifies Probation Department of requests for bail review reports, dates for formal sentencing reports and verdict findings; issues and distributes bench warrants; recalls bench warrants at the direction of the Judge or Commissioner; may assist in training new staff; (Essential duties may vary from position to position within classifications. Reasonable accommodation will be made when requested and determined by the Court to be appropriate under applicable law. This position may be assigned any other duties as determined and assigned by the Court Executive Officer or their designee.

MINIMUM QUALIFICATIONS

Education and Experience:

Possession of High School Diploma or GED; and one (1) year of experience equivalent to a Court Services Clerk (any level); OR, three (3) years of responsible clerical experience. One (1) year of business training in an approved school or training program may substitute for a maximum of 6 months of experience.

PREFFERED EXPERIENCE

Two (2) years legal clerical experience involving working knowledge of general court procedures.

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 to 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 14 paid holidays

- Paid Sick Leave- Full-time court employees accrue 10 – 16 days (based on years of service)

- Paid Vacation Leave- Full-time court employees accrue 10 – 25 days (based on 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 7.25% 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

Friday, July 26, 2024, at 5:00 pm

REQUIRED APPLICATION MATERIALS:

- Letter of Interest
- Resume
- Court Application

A resume sent without the additional required application materials will not be reviewed. Application materials can be submitted in pdf. format to 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.

EOE/AA Employer

[This is not an offer of employment by the County of Kings or State of California]