



Superior Court of California

County of Tuolumne

12855 Justice Center Dr.

Sonora, CA 95370

- Eligibility List Recruitment -

Legal Processing Clerk I

Qualified applicants who pass the interview process can be placed on the eligibility list for up to 6 months.

Date Posted: December 1, 2023

Final Filing Date: Ongoing

- Postmarks not accepted -

Hourly Compensation:

Legal Processing Clerk I Range: \$19.1703 to \$23.4030 +

Excellent Benefits

(Initial placement based on related professional qualifications and experience)

- Skills Test and initial interviews will be held monthly

Next Skills test will be held in January 2024- For required employment application, please visit: [Employment Opportunities & Employment Application | Superior Court of California | County of Tuolumne](#)

We welcome candidates with no prior Clerical or Court experience. Training will be provided.

The Position:

Legal Processing Clerk I: This is an entry-level position in a training status and must acquire proficiency in the full range of duties related to their assigned position prior to progression to the journey-level Court Clerk II position. Under close supervision, performs routine clerical duties in the

areas of legal processing, judicial and/or program support work, and perform related duties as required.

Legal Processing Clerk II: This is a position that is expected to be fully competent to perform the full range of clerical duties within the assigned division. Under general supervision, performs routine to moderately complex clerical duties in the areas of legal processing, judicial and/or program support work; may be cross trained on a relief or training basis as needed throughout the court, and perform related duties as required.

Representative Duties (Legal Processing Clerk I/II) - For illustrative purposes only:

- Provides assistance to the public with procedural information and status; explains and accepts fees and fines.
- Receives and examines legal documents for correctness of information, conformity, jurisdiction, completeness, timeliness, and required supporting documentation before acceptance for action by the court; files, endorses and/or certifies documents and affixes seals.
- Prepares and issues legal orders such as warrants, writs, subpoenas, abstracts and other official documents on behalf of the court; notifies law enforcement agencies of warrant and bail status, prepares judgments, and dismisses cases in accordance with established codes and court procedures, copies materials from files and sends to requestors.
- Prepares and maintains files and documents; receives files and legal documents and related case materials; retrieves and delivers files and documents to court or appropriate parties.
- Uses various computer programs to prepare document files, information, and correspondence related to the explanation of court policies and procedures; follows procedures for updating and/or purging electronic files; scans documents.
- Maintains court records, including case tracking, storage, retrieval, preparation, and distribution of records for retention and/or destruction.
- Verifies, enters, retrieves, copies, corrects and updates case information in files, computer records, and automated record-keeping systems.
- Computes, receives, receipts, and records payments of bail, fines and fees; reviews, posts, and balances daily registers and journals; counts and reconciles daily cash with receipts.
- Maintains logs and work production records and composes or prepares routine reports and correspondence related to official court actions.
- Prepares court calendars and/or calendars cases; prepares notices of hearings, court appearances, or petitions.
- Prepares appeal notices; utilizes and operates computerized case & document management systems; and maintains appellate record timelines.
- Draws jury lists; conducts juror orientation sessions; coordinates with courtroom staff on the need for and dismissal of jurors; responds to juror inquiries and requests to be excused from service; performs juror Failure To Appear procedure; processes juror service payments; assists in providing services to the Grand Jury.
- Provides clerical support to the court, such as processing, scheduling, stocking informational materials, sorting and delivering mail and files to appropriate individuals, divisions, and agencies.

MINIMUM QUALIFICATIONS (Legal Processing Clerk I):

Education/Experience:

High school diploma or equivalent.

And

Two years of general clerical experience. Prefer experience including Customer Service, Cash Handling, and General Clerical Experience.

Benefits:

- **14 paid holidays per calendar year.**
- Health and Wellness Reimbursement up to \$50.00 per month.
- Potential to accrue 240 hours of Personal Time Off for vacation or sick leave usage.
- 16 hours of paid floating holidays per calendar year.
- Up to \$2,300 monthly court contribution toward monthly health insurance premium costs – amount varies according to employee's plan elections, dependents, and whether employee chooses to partially or totally waive one or more of the court's health plan(s);
- CalPERS retirement plan (employee pays the employee's EPMC on a monthly pre-tax basis);
- CalPERS Medical Retirement.
- Court-paid \$40,000 Group Term Basic Life Insurance plan;
- Court-paid Short-term and Long-term Disability plans.
- Tuition Reimbursement program.
- Computer loan program with 3-year interest-free loan for purchases up to \$3,000.

Demonstrated Knowledge of:

- General office practices and procedures, including filing systems.
- Operation of standard office equipment, personal computers, professional email and internet usage.
- Principles of proper business English, including grammar, spelling and punctuation.
- Basic arithmetic.
- Basic public contact and customer service techniques.

Demonstrated Ability to:

- Learn and apply relevant legal terminology and court operations procedures.
- Store and maintain records and use information storage and retrieval systems.
- Provide effective customer service.
- Review and correct documents for accuracy, completeness, and conformity with applicable rules, statutes, policies and procedures.
- Exercise attention to detail.
- Understand and follow complex oral and written instructions.
- Communicate in a collaborative manner with judicial officers and various levels of staff.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate effectively in English, both orally and in writing.
- Maintain confidentiality in the course of work.
- Maintain a valid California driver's license.
- Pass pre-employment criminal and professional background checks.

MINIMUM QUALIFICATIONS (Legal Processing Clerk II):**Education/Experience:**

High school diploma or equivalent.

And

Two years of clerical experience in a court or legal office setting

Or

One year as a Legal Processing Clerk II

Demonstrated Knowledge of: In addition to requirements of Court Clerk I noted above:

- Principles and practices of court operations.
- Principles and practices of efficient calendar and case flow management systems.
- Principles and practices related to providing effective customer service to the public.
- Legal forms, records, and document processing procedures.
- Rules and statutes applicable to court operations.
- Legal terminology.

Demonstrated Ability to: In addition to requirements of Court Clerk I noted above:

- Perform the full range of court clerk duties with limited supervision.
- Interpret, explain and apply rules, statutes, policies and procedures.
- Perform research via a variety of methods (e.g., internet, California Codes, etc.).
- Exercise initiative and sound judgment within established guidelines.
- Organize and prioritize own work to meet deadlines.

Physical Requirements:

The physical demands described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. In compliance with state and federal law, the court will engage in the interactive process to provide a reasonable accommodation for any qualified incumbent or applicant with a disability.

Work is performed in a typical office setting with adequate lighting and moderate temperature, and requires the use of standard office equipment, including computers and telephones. While performing the duties of this job, the incumbent is constantly required to sit, talk, hear, reach, and use both hands and fingers to handle or grasp objects. The incumbent must occasionally stand, walk, and bend while performing the duties of this job. The incumbent must be able to lift and/or move up to 25 pounds, including occasionally carrying items up and down stairs if elevators are not working. Specific vision abilities required by this job include near vision, far vision, peripheral vision, depth perception, and the ability to adjust focus. May be required to travel as necessary and occasionally operate a motor vehicle.

How to Apply and Selection Procedure

In order to be considered for this position, applicants must timely submit **ALL** of the following completed documents in order for their application packets to be accepted for consideration:

- Cover Letter
- Resume
- Court Application
- Typing Certificate showing results of typing test conducted within one year of application. Typing test must be completed at Mother Lode Job Training, 197 Mono Way, Sonora, CA 95370 or a similar verified location.

Please forward the required completed application materials to:

Superior Court of California, County of Tuolumne Attn: HR Dept.
12855 Justice Center Dr, CA 95370
via: jmorrison@tuolumne.courts.ca.gov

- Applicants whose completed application packets are timely received and evaluated as best qualified according to the position criteria will be invited to participate in a written skills exercise and a panel interview to measure the candidate's related knowledge and skills.
- If you have any questions concerning the above, or wish to request reasonable accommodation for this application process, please send your message to email: jmorrison@tuolumne.courts.ca.gov, or call (209) 533-6914.