



**Superior Court of California
County of Tuolumne**
12855 Justice Center Drive
Sonora, CA 95370

**- JOB ANNOUNCEMENT -
Courtroom Clerk III (Lead)**

Date Posted: June 17, 2026

Deadline to Submit Application: July 1, 2026, 5:00pm

- Postmarks not accepted -

Interviews will be held the week of July 6th, 2026

Hourly Compensation: \$29.6845-\$36.0818 + Benefits
(Initial placement based on related professional qualifications and experience)

For required court employment application, please visit:

<http://www.tuolumne.courts.ca.gov/general-info/employment-opportunities-application.shtml>

The Position:

Under minimal supervision, incumbents in this senior level lead classification are responsible for performing a wide variety of courtroom, judicial and program support functions, including performing courtroom clerk duties, legal processing, calendaring, customer service, intake/review, training of Courtroom Clerks, scheduling, writing of procedures, monitoring work for self and other Courtroom Clerks, and supporting the Court Support Supervisor.

Representative Duties - *For illustrative purposes only:*

- Serves as a courtroom clerk for court cases and proceedings; attends court sessions and records and prepares official records of court proceedings; requests clarification of instructions and order of actions to properly note the official court record; records decisions, verdicts and judgments.
- Impanels and polls jurors, records challenges, administers oath or affirmations to witnesses and jurors.
- Upon direction, secures the services of interpreters; enters actions from minute sheets into appropriate records; prepares a variety of documents related to court operations and coordinates the flow of documents necessary for court assignment.

- Prepares, types and proofreads legal documents (e.g., correspondence, memoranda, reports, forms, opinions, decisions, rulings and instructions) from instructions, drafts, dictation or transcripts.
- Assists with training and mentoring clerks at lower levels.
- Supports the Court Support Supervisor in Check Pointing the work of newer clerks, and clerks with new assignments.
- Provides clerical support to various court programs and related functions as assigned.
- Back-fills for lower-level clerks and may provide coverage relief for other divisions.

MINIMUM QUALIFICATIONS:

Education/Experience:

High school diploma or equivalent;

And

Three years of experience as a Courtroom Clerk.

Preferred Qualifications: 5 years of Courtroom Clerk II experience.

Demonstrated Knowledge of:

- Principles and practices of court operations and legal proceedings.
- Office practices and procedures, including filing and record-keeping systems.
- Principles and practices of efficient calendar and case flow management systems.
- Principles and practices of providing effective customer service to the public.
- Legal forms, records, and document processing procedures.
- Rules and statutes applicable to court operations.
- Legal terminology.
- Training, coaching, and mentoring skills.

Demonstrated Ability to:

- Establish and maintain effective working relationships within the course of work.
- Diplomatically communicate with judicial officers and various levels of staff.
- Establish and maintain effective working relationships with those contacted in the course of work both internally and externally.
- Respond to complex and difficult tasks in non-routine situations.
- Maintain complex records and use information storage and retrieval systems.
- Provide effective internal and external customer service.
- Interpret, explain and apply rules, statutes, policies and procedures.
- Review and correct documents for accuracy, completeness, and conformity with applicable rules, statutes, policies and procedures.
- Exercise attention to detail.
- Accurately take minutes and transcribe dictation.
- Understand and follow complex oral and written instructions.
- Exercise initiative and sound judgment within established guidelines.
- Work under sometimes difficult and stressful conditions with frequent deadlines and expectations to produce high quality work under limited time constraints.
- Organize and prioritize own work to meet deadlines.
- Remain current with relevant court operational procedures, changes in Court policies, and new laws.
- Communicate clearly and effectively in English, both orally and in writing.

- Maintain confidentiality in the course of work.
- Pass pre-employment reference, criminal and professional background checks.

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 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 the elevator is unavailable. 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.

Benefits:

- CalPERS retirement plan (employee pays the employee's EPMC on a monthly pre-tax basis);
- Potential to accrue 176 hours of Personal Time Off for vacation or sick leave usage;
- 14 paid holidays per calendar year;
- 16 hours of paid floating holidays per calendar year;
- 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);
- Court-paid \$60,000 Group Term Basic Life Insurance plan;
- Court-paid Short-term and Long-term Disability plans;
- Computer loan program with 3-year interest-free loan for purchases up to \$3,000

How to Apply and Selection Procedure

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

- Cover Letter;
- Current Resume; and
- Tuolumne Superior Court employment application

Please forward all the required and completed application materials to:

Superior Court of California, County of Tuolumne

Attention: HR Dept.

12855 Justice Center Dr. Sonora, CA 95370

via: jmorrison@tuolumne.courts.ca.gov

- Applicants who have submitted completed application packets on time, and who are 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 jmorrison@tuolumne.courts.ca.gov, or call (209) 533-6914.