



The Superior Court of California, County of Amador  
Invites Applications for the Position of

## COURT CLERK IV

**Date Posted: January 4, 2018**

**Final Filing Date: January 19, 2018 by 5:00 pm**

**Hourly Compensation Range: 22.84 to 29.13 per hour**

\*Placement within range depends upon related professional qualifications.

### POSITION SUMMARY

- Under minimal supervision performs complex and difficult legal processing, courtroom, and/or judicial support duties with independence of action; exercises a greater degree of discretion in completion of tasks than Court Clerks I/II/III.
- Duties may include establishing schedules, monitoring attendance, ensuring adequate coverage, mentoring, training, and assigning and reviewing Clerks' work.
- This position *does not* have full supervisory responsibility.
- May provide input to the Court Manager for use in preparing staff evaluations.
- Performs legal research, analysis and monitoring to assist the Court Manager in ensuring the Court's legal compliance.
- May provide recommendations and implement changes to enhance productivity or compliance with rules, laws, and regulations.

### MINIMUM POSITION REQUIREMENTS

#### Education:

High School diploma or equivalent.

#### Experience:

Five years of full-time progressively responsible clerical experience in a court environment **equivalent** to that of a Court Clerk III, with the Superior Court of California, County of Amador, -or- six years of full-time experience in a related legal work environment. Successful completion of a related training course as a legal secretary or paralegal may be substituted for up to one year of the required experience.

#### Knowledge, Skills and Abilities:

- Fundamental knowledge of court procedures and policies in a minimum of five, and a thorough knowledge in a minimum of two, of the following case types: Traffic, Criminal, Civil, Small Claims, Juvenile, Probate and Family Law. Fundamental knowledge must be demonstrated by the Court Clerk IV in answering routine questions and communicating basic processes

associated with each case type. Thorough knowledge must be demonstrated by the Court Clerk IV's ability to answer more difficult questions and respond to less routine aspects of various case types. Communication may be with other staff, justice partners and/or the public.

- Broad understanding of California Rules of Court, Local Court Rules, Code of Civil Procedure, Vehicle Code, Penal Code and other statutes relating to court procedures.
- Ability to interpret and apply legal procedures and codes.
- Advanced knowledge of legal terminology and common legal format requirements.
- Basic knowledge of JCC statistical reporting requirements.
- Basic knowledge of DMV, DOJ, CDC and local law enforcement agencies' reporting requirements.
- Knowledge of basic legal research methods.
- Thorough knowledge of Court operations, policies and procedures.
- Strong written and oral communication skills including an ability to write thoughtful and concise memoranda; use of correct grammar and spelling and the ability to follow oral and written directions.
- Advanced skills in word processing and in court case management systems.
- Use of office equipment, including computers, telephones, calculators, copiers and fax.
- Ability to type accurately at the speed of 45 words per minute.
- Take dictation at a conversational speed.
- Ability to use audio-visual equipment.
- Ability to work independently; maintain confidentiality and use sound judgment in performing court-related duties.
- Ability to establish and maintain effective working relationships with co-workers, management and court users.
- Strong leadership skills, including the ability to build rapport with, guide and influence staff in a positive manner.
- Ability to independently perform as a court processing and/or courtroom clerk in a minimum of two case types and proceedings efficiently and accurately.
- Ability to train staff in the use of court technology resources and in legal processing or courtroom procedures used in a variety of case types.

**PHYSICAL REQUIREMENTS:**

Must be able to sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal and written communication; ability to lift boxes of stored documents weighing up to 25 pounds; ability to work under demanding conditions.

**COMPENSATION AND BENEFITS:**

- Starting pay may range between **\$22.84 and \$29.13** per hour, based on qualifications and experience.

- The Court offers a health, vision, and dental insurance package or a “cash in-lieu” option.
- The court provides a defined benefit retirement plan through California Public Employees’ Retirement System (CalPERS).
- Generous paid time off (vacation and holidays).

**APPLICATION AND SELECTION PROCESS:**

Complete an Amador Superior Court application form and submit along with your optional resume to:

**Amador Superior Court  
500 Argonaut Lane, Jackson, CA 95642  
Attn: Human Resources**

**Email: [dharmon@amadorcourt.org](mailto:dharmon@amadorcourt.org)  
Telephone: 209-257-2686 Fax: 209-257-2677**

*Application can be downloaded from the Amador Superior Court Website at  
[www.amadorcourt.org](http://www.amadorcourt.org)*

Applications may be submitted by mail, e-mail or facsimile, and must be received no later than **January 19, 2018 at 5:00 PM**. Postmarks will not be accepted. **A resume will not substitute for a fully completed employment application.**

A screening panel will select a number of the most highly qualified applicants. Those selected by the panel will be invited to an interview. Position will remain open until filled.

The selected applicant will be subject to a background check, which may include and may not be limited to a Livescan and drug screen. Employment is contingent upon a satisfactory background check and drug screen.

**Equal Opportunity Employer**

Amador Superior Court is committed to the principle of equal employment opportunity to all persons with respect to hiring practices, compensation, benefits, promotional opportunities, and other terms and conditions of employment regardless of race, color, national origin, ancestry, religion, sex, disability, medical condition, age, marital status, or political affiliation, as required by applicable federal and state laws.

If you require accommodations in the application or interview process, contact Human Resources at the number listed above before the deadline posted on the job announcement.