Superior Court of California,
County of Solano
Job Announcement

LEGAL PROCESS CLERK II
RECRUITMENT # 2013-03

Salary: $35,083- $43,071 annually

CLOSING DATE: June 14, 2013

Job Definition

Under general supervision, performs a variety of highly responsible and difficult legal document processing tasks within an assigned division. Divisions may include, but are not limited to, Traffic, Criminal, Civil, Family Law, Probate, Juvenile, and Jury, which are located in Fairfield and Vallejo.

Bilingual skills in Spanish/English are highly desirable.

Essential Functions (Core Competencies), including, but not limited to:

- Processing legal documents and records for the Court based on established legal procedure.
- Examining documents and files for completeness, conformity and validity.
- Assisting customers by phone or at the front counter.
- Entering and retrieving computerized data.
- Compiling information and prepares forms, reports, correspondence, and legal documents related to assignment.
- Preparing a variety of documents such as warrants, writs, orders, subpoenas, notices, and abstracts.
- Computing, receiving, classifying, explaining and posting fees and or fines, issuing receipts, and balancing cash drawers.
- Posting and vacating motions, trials, hearings and other proceedings to calendaring system.
- Performing other related work as required by business needs.

Knowledge, Skills, and Abilities – The successful applicant will possess the following (KSAs):

- Knowledge of office methods and procedures.
- Ability to operate standard office equipment, including personal computers.
- Ability to sort files and documents based on alphabetic, numeric or alphanumeric systems.
- Ability to search manual, microfilm or electronic information storage systems to locate information.

- Ability to receive and record fees according to established procedures.
- Ability to maintain accurate records.
- Ability or organize and prioritize work assignments.
- Ability to understand and apply written and verbal instructions & convey information to others.
- Ability to communicate effectively with people of diverse socio-economic backgrounds and temperaments.
- Ability to maintain confidentiality of information.

Educational and Work Experience Requirements

Possession of a high school diploma or its equivalent and two (2) years of recent, increasingly responsible clerical experience or any combination of training and experience that could likely provide the desired knowledge and abilities. One (1) year experience in a law office or court environment is highly desirable.

Typing/Keyboarding Skills

Keyboarding at a corrected rate of 35 wpm for a five (5) minute test is required. A current, valid keyboarding certificate must be submitted with the application from an accredited school or other agency. The certificate must contain the gross number of words typed per minute, the number of errors and must be signed and dated by the examiner. The certificate may not be more than twelve (12) months old at the time of the application. Online typing certificates will not be accepted.

Physical Requirements and Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands*: While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, pinch, pull objects or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must routinely lift and/or move up to 10 pounds and to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Work environment*: While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level and traffic level in the work environment are similar to a busy office.

Normal business hours for this position: Monday through Friday, 8:00 a.m. to 5:00 p.m.

Benefits Packages

Solano Superior Court employees are valued. The court offers an excellent benefit package:

- CalPERS retirement (specific benefit determined pursuant to the Public Employee Pension Reform Act of 2013):
- Participation in Social Security, Medicare and State Disability Insurance.
- Medical insurance (plans offered by CalPERS), dental insurance (HMO & PPO plans), and vision insurance with generous employer contribution toward premium;
- Supplemental retirement plan (457 deferred compensation plan through CalPERS);
- Flexible spending account for qualifying medical, dependent care or transportation expenses;
- Basic life insurance at no cost to employee; employees may purchase additional life insurance for self and dependents;
- Sick leave earned at approximately 12 days per year.
- Vacation earned at approximately 10 days per year, increasing to 15 days per year after 3 years, to 20 days after 10 years and 21 days after 20 years.
- Floating holiday of 2 days per year (may be prorated first year)
- Employee assistance program available at no cost to employee for self and dependents.
- Longevity pay after 10 years.

Recruitment Process

To be considered for this position, job applicants are required to submit:

- A completed official court application;
- A completed supplemental application; and
- A current typing certificate, as specified on page 2 of this announcement.

An application screening committee will review application packets. Applicants who are successful in the application packet-screening phase will move on to the next phase. A panel will conduct an oral interview. The panel will review and assess the degree to which each applicant demonstrates the required knowledge, skills, and abilities.

Eligible job applicants will be notified by phone or letter of the date and location prior to scheduling for the examination. An eligible list will be established, and referred to in filling future vacancies, up to six months after completion of this recruitment process. The court reserves the right to re-recruit rather than select individuals from the eligible list. Reference and background checks are required.

Official application forms and supplemental questionnaire are available on the court's Web site, www.solano.courts.ca.gov or application forms may be picked up from the court's human resources department in the Executive Office at 600 Union Avenue, Fairfield. Applications may be mailed to the Court at PO Box 2465, Fairfield, CA 94533 or dropped off at the court at Executive Office (3rd Floor), in the Hall of Justice at 600 Union Avenue, Fairfield, CA 94533. **All applications must be received** by close of business on the final filing date. Faxes or postmarks are not accepted.

Supplemental Application

for

Legal Process Clerk II

Recruitment # 2013-03

INFORMATION AND INSTRUCTIONS

To acquire knowledge of your education, experience and training, the first phase of the selection process for this position will be a review of your application and supplemental application. The information you provide on the court's official application and supplemental application will be used to evaluate your overall qualifications for this position. Based on the results of this evaluation process, candidates will be invited to participate in the interview.

Using this supplemental application, you are required to describe your training and experience that qualify you for this position. You are to provide explicit, but concise, statements in response to each section. It is your responsibility to ensure that information you deem important to your candidacy is included in your responses. ***Your response to each question is limited to the space provided on the page provided for each question*.** In responding to each question, describe ***your own experience***. Do not list the functions of the unit in which your position was located. Do not list the responsibilities of the person to whom you reported. If you have assisted your supervisor or a lead staff person in carrying out functions or responsibilities, clarify how you assisted, and define the degree of authority you exercised.

Both the official court application and the supplemental application must be typed or legibly printed. **Résumés or referrals to a résumé in lieu of a response on this questionnaire are not acceptable**. Applicants submitting illegible or incomplete application packets will be disqualified from consideration.

CERTIFICATION

I certify that all statements made in this supplemental application were written by me are true and complete, and I understand that any misstatement of material fact(s) will subject me to disqualification.

Applicant Signature: _____ Date: _____

1. Please provide a brief description of your related educational and work experience that is relevant to the position for which you are applying. **(*Be specific in describing <u>your duties</u> and the length of time you carried out these functions. Limit applicable comments in response to this question to this page.*)**

2. Please list all computer hardware and software with which you are acquainted. Using a rating scale of “beginning,” “intermediate,” or “advanced,” describe your level of skill in operating computers and related software (i.e., Microsoft Word, Excel, and Microsoft Outlook, etc.). (***Limit applicable comments in response to this question to this page***.)

STOP!

DID YOU REMEMBER TO:

1. **Sign the application?**
2. **Sign and attach the supplemental application?**
3. **Attach a typing certificate (per page 2)?**
4. **Include your Equal Employment Opportunity Questionnaire? This information is used for statistical purposes only.**