



## SUPERIOR COURT OF CALIFORNIA COUNTY OF MERCED

### JOB ANNOUNCEMENT #14-05

#### COURTROOM CLERK I OPEN RECRUITMENT

- Salary Range: Courtroom Clerk I - \$1173.60 biweekly  
(\$2542.80 monthly equivalent)
- Filing Deadline: **Until Filled**
- Submit: All applications for employment must be made on an official application form and must be filed with Human Resources on or prior to the closing date and time for receipt of applications. A resume may be included with the application as supplemental information, but will not be accepted in lieu of an official application. All information on the application must be completed – “see resume or see attached” is not acceptable. Faxed applications will not be accepted. A Supplemental Questionnaire is required. Applications without required information listed on the Supplemental Questionnaire will not be eligible for consideration.
- Job Summary: Courtroom Clerk I is the trainee level of the classification which performs a variety of clerical and administrative duties related to court hearings and courtroom proceedings.
- Education/Experience: Educational level equivalent to a high school diploma or GED and one (1) year of experience equivalent to a Court Processing Clerk I. Other work experience (such as, but not limited to, judicial assistant, legal secretary, paralegal) may be accepted as meeting the qualification for this classification with the approval of the Court Executive Officer.
- If hired as a Courtroom Clerk I, a minimum of twelve (12) months actual work must be accomplished before advancement to the next level can be considered. Recommendation for advancement must be signed by the Division Senior Courtroom Clerk, if applicable, and the Division Supervising Court Clerk.
- New employees must qualify for promotion to Courtroom Clerk II within twelve (12) months or be terminated during the new employee Introductory Period. Promoted employees must be satisfactorily progressing in the required training within six (6) months or they will be returned to a position allocated to a classification they held prior to the promotion.
- For those who satisfactorily complete the Introductory Period, promotion to Courtroom Clerk II will take place after twelve (12) months of actual work hours as a Courtroom Clerk I.
- Essential Functions: Ability to perform the following **essential functions** accurately and efficiently: Prepare clear and accurate minutes, records, accounts, correspondence and reports that are legible with attention to detail. Gain knowledge of common legal documents and court procedure. Excellent and effective listening skills. Read and understand statutes and instructions related to court procedure. Follow verbal and written directions and use correct legal terminology. Operation of computer with

Word knowledge and proficiency in Court's current and future case management systems. Effective communication skills - verbal and written - in person, over the telephone and in writing with public, attorneys, co-workers, supervisors, managers, and judicial officers. Knowledge of correct English usage, vocabulary, spelling and punctuation as well as use of legible handwriting. Analyze data, interpret directions, procedures and regulations, and develop appropriate responses. Possess excellent organizational skills with ability to prioritize work. Possess excellent telephone skills. Maintain confidential information in accordance with legal standards and/or other regulations. Be dependable, punctual and have good attendance. Establish and maintain effective working relationships with the public, co-workers, supervisors, judicial officers, independent contractors and other management. Work effectively with and assist individuals of various ages and diverse cultural backgrounds. Deal tactfully and courteously with the public and legal representatives in providing information about court functions and proceedings. Must work well under pressure, meeting multiple and sometimes conflicting deadlines. Effective for New Hires beginning 4/2/03 - Valid California Driver's License or self-arranged transportation between courts, storage facility, etc., if required. Driver must have acceptable driving record. Must successfully complete fingerprinting and Criminal Record Background Check.

Desired Knowledge:

Basic operation of various office equipment and machines.  
Codes and other statutes relating to legal filings and court procedures.  
Duties prescribed by law for Courtroom Clerks.  
Preparation and maintenance of court calendars.

General Duties:

**Duties and Responsibilities will include (but are not limited to):**

Under tutelage of a trainer:

Attends court sessions and takes minutes of actions and proceedings; requests clarifications of instructions and order of actions to properly note the official court record. Examines ledgers, reports and other financial documentation for technical defects and accuracy. Maintains court records and files, such as records of court-appointed counsel and experts; receipts, marks, and takes custody of evidence. Takes proper care of exhibits as introduced in court. Impanels and polls jurors, records challenges, administers oath or affirmations to witnesses and jurors, and records jury service and compensation due jurors. Advises attorneys, judicial officers, public agencies, and the public on the status of cases and provides procedural information - by telephone, by correspondence and in person. Prepares and reviews for format and content a variety of court documents. Distributes as necessary. Completes letters and forms. Depending on Division, prepares court calendars and/or calendars cases for hearing, conferring with the appropriate individuals according to established procedures; distributes calendars and related case files for review. Ensures daily that files are ready for courtroom hearings. Office personnel may have done basic prep work, depending on Division. Ensures that all docketing has been completed. In order to maintain a professional court facility, responsible for reporting any items needing repair, any disorganization, etc. in the courtroom, to the division supervisor. Order supplies as needed for the courtroom. \*Purge files, as directed. Assist other courtroom clerks, when needed. Develop working knowledge of all types of cases handled by court and serve in various courtrooms, as directed. Must be able to be flexible with work hours and work past 5:00 p.m. when needed. \* Assist with Court Processing Clerk duties, as assigned. \* Receive monies and prepare receipts. Limited Civil Courtroom Clerks prepare receipts for Writs. Complete Accounts Receivable Transmittal Sheet. Enters information into computer on cases, warrants, dispositions and continuances for cases. Filing. Communicate effectively with others in person, over the telephone and in writing. Maintain confidential information in accordance with legal standards and/or court regulations. Basic operation of office equipment and machines ( including but not limited to: personal computers, printers, photocopier, typewriter, multi-function telephone, scanner, microfiche, power files, and file stamp). Report problems appropriately. Use modern office methods and practices, including filing systems,

business correspondence and reception techniques. Follow verbal and written directions. Maintain professional demeanor as defined in the Court Code of Ethics and professional appearance. Follow Court Rules and Regulations/Personnel Policies, Safety Procedures, Court Code of Ethics and the Court Harassment Prevention Policy. Must work well under pressure, meeting multiple and sometimes conflicting deadlines. Must, at all times, demonstrate cooperative behavior with co-workers, judicial officers and management. Must deal tactfully and courteously with the public and legal representatives in providing information about court functions and proceedings. Attend training as offered and/or directed. Travel to off-site courts, as needed using personal vehicle with mileage reimbursement per Court Policy. Other duties as assigned.

\* Indicates duties normally performed by Court Processing Clerks, but in emergencies and special situations, as designated by the Supervisor or designee, these duties will be performed by those in the Courtroom Clerk classification series. However, if noted in Job Announcement at time of recruitment, some Courtroom Clerk positions may be required to perform Court Processing duties on a regular basis.

Apply:

Applications may be obtained from and submitted to:

Merced Superior Court  
Human Resources  
627 W. 21<sup>st</sup> St.  
Merced, CA 95340  
(209) 725-4103

OR from our website at [www.mercedcourt.org](http://www.mercedcourt.org)

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