



**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF MERCED**

**JOB ANNOUNCEMENT  
#17-21**

**Court Processing Clerk  
Open Recruitment**

<b>Filing Deadline:</b>	<b>January 17, 2018 4:30 p.m. Actual Receipt</b>	<b>Biweekly Rate:</b>	<b>\$1,096.80</b>
		<b>Hourly Rate:</b>	<b>\$13.71</b>

**DEFINITION**

Under general supervision, performs a full range of specialized clerical duties in support of court operations.

**DISTINGUISHING CHARACTERISTICS**

This is the entry level position in the Court Processing Clerk series.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related or a logical assignment for this classification. Other duties may be required and assigned.**

1. May assist Courtroom Clerks with paperwork. May assist defendants with paperwork and procedures in Courtroom, if needed.
2. Receives and examines legal documents for accuracy, completeness, and conformity to requirements; returns unacceptable documents; affixes seals and stamps to endorse, certify, and/or file documents. Prepares clear, concise records and reports. Keeps records for judicial statistics.
3. Prepares and maintains documents and exhibits; files legal documents and related case materials; retrieves and delivers files and documents to court or appropriate parties. Organize evidence room and maintain log. Perform computer and archive searches, as necessary. File and maintain court records. Rotate files in cabinets, as needed.
4. Provides information regarding court procedures; answers inquiries and explains legal filing processes; explains fees and fines; assists individuals in locating information at the counter and/or by telephone or mail. Assistance may require research on case status and use of microfiche and photocopier. Responds appropriately to various situations. Retrieve from and return files to the storage warehouse.
5. Verifies, enters, retrieves, corrects and updates information in manual or automated record keeping system (ex: dispositions, citations, etc.).
6. At the direction of a judge, prepares and issues legal orders such as warrants, writs, orders, subpoenas, abstracts, and other official documents on behalf of the court; recalls warrants, exonerates bail, prepares judgments, and dismisses or seals cases in accordance with established codes and court procedures. Follows instructions from judges, conferring with supervisor when necessary.

7. Prepares a variety of documents related to court operations including minute orders, court calendars, docket entries, notices of hearings, court appearances, continuances, or petitions; coordinates the flow of documents necessary for court assignments.
8. Collects and records fines and fees; makes appropriate journal entries; issues receipts and balances cash drawers. Performs basic financial and statistical record keeping. Sends adjustment transmittals to Revenue and Reimbursement and Central Accounting, when appropriate.
9. Performs duties in support of jury activities such as drawing jury pools, qualifying jurors, impaneling juries, and keeping records on juror compensation.
10. Sets traffic court trials, school dates and continuances. Check DMV records and make corrections, as needed.
11. Receives and distributes mail and faxes. Picks up and delivers mail from County Administration and other courts. Eligible for mileage reimbursement if private vehicle used.
12. Communicates effectively with others in person, over the telephone and in writing.
13. Maintains confidential information in accordance with legal standards and/or court regulations.
14. Operates and maintains various office equipment and machines (including, but not limited to, personal computer, printers, photocopier, cash register, calculator, typewriter, multifunction telephone, scanner, 10 key, microfiche, power files and file stamp). Uses modern office methods and practices, including filing systems, business correspondence and reception techniques.
15. Trains on all Court Processing desks, if directed by supervisor.
16. Maintains professional demeanor as defined in the Court Code of Ethics and professional appearance.
17. Follow Court Rules and Regulations, Safety Procedures, Court Code of Ethics and the Court Harassment Prevention Policy.
18. Must work well under pressure, meeting multiple and sometimes conflicting deadlines.
19. Follow verbal and written directions.
20. Must, at all times, demonstrate cooperative behavior with co-workers, and management. Must deal tactfully and courteously with the public and legal representatives in providing information about court functions and proceedings.
21. Attend training as offered and/or directed.
22. Travel to off-site courts, as needed.
23. Other duties as assigned.

**WORK HOURS**

As directed, per Division needs, including overtime.

**SUPERVISORY DUTIES**

None

## **MINIMUM QUALIFICATIONS**

### **Necessary Employment Standards**

#### Knowledge, Skills and Abilities:

- Read and understand statutes and instructions related to court proceedings. Follow verbal and written directions and use correct legal terminology
- Operation of computer with WordPerfect, and/or Word. Excel knowledge depending on the division. New computer programs may be required as technology changes or advances
- Effective communication skills - verbal and written - in person, over the telephone and in writing with public, attorneys, co-workers, supervisors, managers, commissioners and judges. Knowledge of correct English usage, vocabulary, spelling and punctuation as well as use of legible handwriting
- Prepare clear, concise records and reports that are legible with attention to detail. Prepare and/or process various legal documents including court orders and warrants
- Perform basic financial and statistical record keeping with correct basic arithmetic processes and simple accounting procedures; knowledge of SAP Financial software to include Accounts Receivable and Accounts Payable required for Central Accounting/Finance positions
- 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, judges, commissioners, 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, Skills and Abilities:

- Court process and court procedures
- Legal terminology
- Operation, balancing and closing of cash register or cash drawer; deposits and reconciliation procedures desired for Central Accounting/Finance positions
- Operation and basic troubleshooting of office equipment including but not limited to: printers, photocopier, cash register, calculator, typewriter, multi-function telephone, scanner, 10-key, microfiche, power files, file stamp

## **EDUCATION AND EXPERIENCE REQUIRED**

### **Education:**

- Educational level equivalent to a high school diploma or GED

### **Experience:**

- Two (2) years of progressively responsible clerical work and typing experience  
OR
- Education in legal field (ex: paralegal) may be substituted for up to one (1) year of clerical experience  
OR
- One (1) year of actual experience as a Court Intern at the Merced Superior Court will meet the experience requirement for Court Processing Clerk I

### **License, Certification and/or Special Requirements:**

- Clerical work which required use of legal terminology, computer data entry, court accounting maintenance, understanding of court procedures and extensive direct public contact, is preferred

- A valid class C California driver's license required or self-arranged transportation. Driver must have an acceptable driving record. The requirement will be reviewed on a position basis in accordance with ADA regulations.

## **ESSENTIAL PHYSICAL AND MENTAL DEMANDS**

### **Performance Aptitudes**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data, and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness, and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

### **Physical Ability:**

- Strength, dexterity, coordination, and vision to use a keyboard, computer monitor, and other office equipment on a daily basis and for extended periods of time
- Fine finger manipulations, dexterity, and coordination to handle files and single pieces of paper
- Forceful and repetitive gripping, grasping, and pinching
- Occasional lifting and carrying of objects weighing up to 20 lbs.
- Frequent reaching for items on shelves, above, at, and below desk/shoulder level
- Exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or negligible amount of force constantly to move, torque, twist, push, and pull objects
- Frequently sit for extended periods; frequently stand for extended periods; and frequently walk, move, bend, stoop, lift, and stretch
- Able to move to different locations such as, but not limited to: courtrooms, clerk's office, various departments, other court facilities, and desk assignments based on the operational needs of the Court
- Able to traverse inside and outside over uneven ground and pavement
- Perform repetitive writing, typing, copying
- Employees are regularly required to verbally communicate both in person and by telephone
- Corrected hearing and vision to normal range

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

The Superior Court of California, Merced County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Superior Court of California, Merced County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**APPLICATION AND SELECTION PROCESS**

Applications may be obtained from and submitted to:

Merced Superior Court  
Human Resources  
627 W. 21<sup>st</sup> St., Room 20  
Merced, CA 95340  
(209) 725-4103

Or visit our website at [www.mercedcourt.org](http://www.mercedcourt.org)

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. Postmarked and faxed applications will not be accepted. 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. Applications must be legible, signed and complete (including copies of licenses, certificates, transcripts, Supplemental Questionnaire, etc. if required). All information is subject to investigation and verification.

The selection process is subject to change. Applications will be accepted on a continuous basis until a sufficient number are received at which time the recruitment will be closed or the filing deadline has occurred. In order to insure proper evaluation of employment qualifications, it is suggested that applicants read the directions carefully and fill out the application COMPLETELY. Those applicants meeting the minimum qualifications and possessing the most relevant experience as shown on the application may be invited for an interview. The screening of applications will be done by Human Resources who will determine the most qualified to be referred for interviews.

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.

Merced Superior Court is an Equal Opportunity Employer.

**Posted 12/29/2017**



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**GENERAL INFORMATION**

Conditions of Employment

Successful completion of fingerprinting and a criminal record background check is required prior to appointment and is a condition of employment.

All employees of the court who operate a vehicle on court business must certify they possess a valid California Driver's License and required levels of automobile insurance. A Department of Motor Vehicles search will be done and employee must have an acceptable driving record in order to operate a vehicle on court business.

Convictions

Felony and misdemeanor convictions MAY BE disqualifying for employment with the court.

Drug Free Workplace Policy

The use of illicit drugs and alcohol is not permitted in the workplace. Employees who violate this policy are subject to disciplinary procedures which include termination.

Employment Eligibility

In accordance with the Immigration Reform and Control Act of 1986, all persons hired after November 6, 1986, are required to present to the Court, at the time of appointment, original documents which show satisfactory proof of: 1) identity and 2) U.S. Citizenship or a legal right to work permanently in the United States.

Introductory Period

Individuals accepting regular appointments must successfully complete an introductory period.

Union Representative

Merced County Trial Court Employees (MCTCE), Local 1, is the negotiating agent for some Merced Court job classifications. As of 2/6/06, MCTCE Local 1 is an Agency Shop. Management, Supervisory and Confidential positions are not represented.

Benefits Include (for Regular Status employees only, prorated for variable shift part time employees):

Vacation:

10 days paid vacation each year for the first 5 years of employment

15 days accrual during the second 5 years

20 days accrual after 10 years

25 days accrual after 20 years

Health Insurance:

Major group medical, dental and vision currently paid for by the Court for the employee and medical, dental and vision care for eligible dependents with 50% of the premium paid by the Court.

Sick Leave:

Unlimited sick leave accumulation

Life Insurance:

Represented employees - \$10,000 with premium paid by Court.

Holidays:

14 paid holidays

Management employees - \$5,000 with premium paid by Court PLUS additional life insurance provided by Court (\$30,000 to \$80,000 depending on position).

(Accrual is based on work hours. 5 years = 10,400 regular scheduled work hours; 10 years = 20,800 regular scheduled work hours; 20 years = 41,600; 25 years = 52,000 regular scheduled work hours.)

Employee Assistance Program:

6 free visits per incident per year. Available to qualifying dependents.

Retirement:

Court employees are covered by the Merced County Employees' Retirement Association (MCERA), a Defined Benefit Retirement System governed by the County Employees' Retirement Act of 1937.

Recruitment Reviews

Applicants who are not court employees and contend that the Court has misapplied, misinterpreted, or violated the recruitment policies may file a written notice with Human Resources for reconsideration of his or her qualifications within ten (10) days of the date the non-qualification notice was mailed, and a reply will be mailed to the applicant. Human Resources' decision shall be final.

If an employee contends that the Court has misapplied, misinterpreted, or violated the recruitment policies, notification must be filed with the Court Executive Officer, whose decision will be final. Any such request must be filed within ten (10) days of the date on which notification of non-qualification was received by the employee. If notice is provided by mail, the notice shall be deemed to have been received five days after the date of mailing. In accordance with the Memorandum of Understanding, recruitment and selection issues are excluded from the grievance procedure.

**The above information is a general summary of benefits for this position. This information is not legally binding, nor does it serve as a contract.**