



SUPERIOR COURT OF CALIFORNIA, COUNTY OF NAPA
invites applications for the position of:
Associate Legal Process Clerk / Legal Process Clerk

An Equal Opportunity Employer

SALARY:

Associate Legal Process Clerk (ALPC) Hourly Salary: \$18.80 - \$22.26

Legal Process Clerk (LPC) Hourly Salary: \$21.83 - \$25.94

OPENING DATE: 4/6/16

CLOSING DATE: 5/2/16 at 5:00pm

THE POSITION: The Superior Court of California, County of Napa is recruiting for the full time position of Associate Legal Process Clerk / Legal Process Clerk. The Legal Process Clerk series is involved in the substantive and procedural aspects of case processing. The Associate Legal Process Clerk entry level position works under close supervision performing more routine tasks while receiving training to advance to the journey level position of Legal Process Clerk. The Legal Process Clerk is the journey level performing more complex duties requiring a greater knowledge of case processing with less supervision. Selection at the entry level Associate Legal Process Clerk or journey level Legal Process Clerk is based on a review of applicant qualifications. Some positions require candidates who are fluent in both English and Spanish.

Examples of Associate Legal Process Clerk Duties:

- Perform entry level legal processing duties in juvenile, family law, civil, criminal and minor offense cases
- Assist in preparing court calendars
- Handle research requests
- Assist in issuing warrants
- Enter and retrieve information in the Court's case management system
- Initiate and update court case information
- Prepare limited correspondence on court matters
- Provide information on court policies and procedures
- Distribute information as required
- Assist with archiving and purging of court records

Examples of Legal Process Clerk Duties:

In addition to ALPC tasks, the LPC duties include:

- Perform the more difficult legal processing duties
- Record judgments, orders, and decrees
- Schedule and vacate court dates
- Enter defaults, dismissals, and satisfactions

- Collect fines, bail, and other payments
- Balance cash accounts
- Review legal documents for conformance with procedure
- Complete legal forms
- Issue abstracts of judgment, writs of execution, attachments, and judgments by default
- Consult with attorneys and court regarding court calendar changes
- Gather and review defendant financial information when necessary
- Act as a liaison with other agencies
- Place defendants in community service programs
- Provide technical direction to less experienced staff

TYPICAL QUALIFICATIONS:

To qualify, an individual must possess a combination of experience and education that would likely demonstrate the required knowledge and abilities. A desirable combination at the Associate Legal Process Clerk and Legal Process Clerk are listed below.

Associate Legal Process Clerk

Experience: One (1) year of general clerical experience including data entry and filing.

Education: Equivalent to graduation from the twelfth grade. Specialized legal clerical training is desired.

Other: Some positions require possession of a valid California driver’s license.

Legal Process Clerk

Experience: Three (3) years of clerical or secretarial experience including significant experience processing legal documents in a court, law office, or justice agency environment.

Education: Equivalent to graduation from the twelfth grade. Specialized legal clerical training is desired.

Other: Some positions require possession of a valid California driver’s license.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Functions, procedures, services, and jurisdiction of the Court
- General Court system policies and procedures related to legal processing
- Applicable laws, codes, and rules of court
- Legal terminology and forms used in a state level trial court
- Principles of customer service

- Standard office equipment, personal computers, and other automated systems used in court information storage and document preparation
- Techniques of time management
- Proper vocabulary, grammar, spelling, and punctuation

Ability to:

- Learn to perform a wide range of legal office work using varied clerical skills and abilities
- Communicate effectively orally and in writing
- Interact in a respectful, cooperative, productive, and tactful manner
- Work as a team member and follow directions
- Exercise proper telephone protocol
- Handle money following cash handling policies and procedures
- Review, compute, compile, and tabulate information; draw accurate and appropriate conclusions
- Assess the needs of court clientele; explain and guide clientele through basic legal processes and procedures
- Independently process court documents related to the assigned areas of responsibility
- Prepare and maintain legal records; follow court rules and procedures
- Maintain confidentiality of court records
- Effectively use the court's case management system and other technology systems
- Establish and maintain effective working relationships with other court staff, justice agency employees, litigants, and attorneys
- Produce a high volume of work with speed and accuracy
- Prioritize work assignments and consistently meet legally mandated and procedural deadlines

TO APPLY:

To be considered for this position, submit a complete application packet that includes the court **employment application and your responses to the supplemental questionnaire by Monday, May 2, 2016, at 5:00 p.m. to Human Resources.**

- The application may be completed electronically; but it cannot be submitted electronically. You must print and sign the application.
- *To be considered for this position, the court must receive the employment application and responses to the supplemental questionnaire that are used to evaluate your qualifications.*
- *Applications are **not** accepted via email or fax. Resumes will **not** be accepted in lieu of the applicable sections of the employment application being completed, but resumes are accepted in addition to a complete employment application.*
- **Failure to submit a complete employment application and/or responses on the supplemental questionnaire will result in disqualification.**

- Application packets may be submitted in person to the Human Resources Department at the following address:
Court Executive Office
Napa Superior Court
Historic Courthouse, Third Floor
Enter at 810 Coombs Street
Napa, CA 94559

OR

Mailed to the following address:

Human Resources
Napa Superior Court
825 Brown Street
Napa, CA 94559

- The employment application and job announcement with the supplemental questionnaire is available online at www.napacourt.com in the Employment section. For additional information or to request an application, contact the Human Resources Department at (707) 299-1242.

SELECTION PROCESS AND EMPLOYEE BENEFITS:

Selection and Examination Process

All application materials will be reviewed after the final filing date to determine if the applicant meets the minimum qualifications for the Associate Legal Process Clerk or Legal Process Clerk position.

Qualified applicants will be notified about participating in the examination process for this position.

The Court will establish a list by ranking candidates based on the examination process. This eligibility listing generally remains active for up to one year and is used to fill the current vacancy and future vacancies in the same classification. Best performing applicants on the written examination will be contacted to participate in the next steps of the selection process. The Court reserves the right to modify the selection/examination process.

For more information about the general employment process, review information in the Employment Section at www.napacourt.com.

Employee Benefits – General Summary

- CalPERS Retirement
- Vacation: 12 days initially
- Sick Leave: 12 days
- Personal Leave: 19 hours per fiscal year (initially pro-rated based on hire date)
- Holidays: 12 days
- CalPERS medical insurance (PPO and HMO options)
- Vision Service Plan insurance
- Delta Dental insurance (Premium fully paid by the Court)
- Life Insurance (\$40,000 paid by the Court with additional coverage that may be purchased by the employee)
- Deferred Compensation Plan
- Wellness Program
- Employee Assistance Program
- Flexible Spending Accounts

**Superior Court of California, County of Napa
Supplemental Questionnaire for
Associate Legal Process Clerk / Legal Process Clerk**

All applicants are required to complete and return responses to the supplemental questionnaire with the employment application for this position. Your answers should be complete and specific as possible. A resume may be submitted, but will not be accepted in lieu of a complete employment application and supplemental questionnaire. The employment application and supplemental questionnaire are reviewed to determine if minimum qualifications have been met for the position and relevance of education, training, experience, knowledge and abilities that relate to this position. Additional oral and/or written examination may also be required for this position.

1. Describe how your education and/or experience qualifies you for the Associate Legal Process Clerk or Legal Process Clerk position.

2. The Associate Legal Process Clerk / Legal Process Clerk position requires strong communication skills, both written and verbal. Information must be accurate. Please describe how your previous experience supports these skills.

3. Describe your experience and familiarity in operating personal computers and software programs, including for what purpose and how frequently you utilized these skills.