

### Excellent Benefits Package –

- CalPERS retirement
- Time Off on an Annual basis ó
  - 12 Holidays
  - 12 Vacation days
  - 12 Sick days
  - 19 hours of Personal Leave
- Generous contribution toward health benefit plans and vision insurance
- Dental Insurance ó Premium fully paid by the Court
- Life Insurance - \$40,000 paid by Court ó additional coverage available at reasonable rates
- Deferred Compensation Plan
- Wellness Program

### About the Napa County Superior Court

Our mission is to render fair and equal justice; to inspire trust and confidence in the legal system; and to serve the public with courtesy and efficiency.

Napa Superior Court has gained a reputation for leadership - innovating new approaches to solving old problems. If you thrive in an atmosphere of change and challenge, you will enjoy the dynamic pace of the Napa County Superior Court.

## SUPERIOR COURT OF CALIFORNIA



*Announces an Opening  
for*

### **Associate Legal Process Clerk / Legal Process Clerk**

*Hourly Salary:*  
ALPC: \$18.43 – \$21.82 per hour  
LPC: \$21.40 – \$25.43 per hour

*Plus an Excellent Benefit Package*

*Some positions require  
candidates who are fluent in both  
English & Spanish*

**An Equal Opportunity Employer**

**Final Filing Date:  
Tuesday, December 30, 2014  
at 5:00p.m.**

Napa County Superior Court

### **The Position**

The Legal Process Clerk (LPC) series is involved in the substantive and procedural aspects of case processing. The Associate Legal Process Clerk (ALPC) entry level position works under close supervision performing the more routine tasks while receiving training to advance to the journey level position of Legal Process Clerk. The Legal Process Clerk full-performance level performs more complex duties requiring a greater knowledge of case processing with less supervision. Some positions require candidates who are fluent in both English and Spanish.

### **Examples of ALPC 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 & retrieve information in the Court's case management system
- Initiate & update court case information
- Prepare limited correspondence on court matters
- Provide information on court policies & procedures
- Distribute information as required
- Assist with archiving & purging of court records

### **Examples of LPC Duties**

In addition to Associate Legal Process Clerk tasks, perform the following:

- Perform the more difficult legal processing duties
- Record judgments, orders & decrees
- Schedule & vacate court dates
- Enter defaults, dismissals & satisfactions
- Collect fines, bail & other payments & balance cash accounts
- Review legal documents for conformance with procedure
- Complete legal forms
- Issue abstracts of judgment, writs of execution, attachments & judgments by default
- Consult with attorneys & court regarding court calendar changes
- Gather & review defendant financial information as necessary
- Act as a liaison with other agencies
- Place defendants in community service programs
- Provide technical direction to less experienced staff.

### **The Ideal Candidate Possesses Thorough Knowledge of –**

- Functions, procedures, services & jurisdiction of the Court
- General court system policies & procedures related to legal processing
- State & Local Rules of Court

### **The Ideal Candidate Possesses Thorough Knowledge of (Cont'd) -**

- Criminal, Civil, Code of Civil Procedure, Evidence, Government, Health & Safety, Penal, Probate, Vehicle, Welfare & Institutions Codes
- Basic legal terminology, legal forms & documents used in court system
- Principles of customer service
- Standard office equipment and personal computers
- Techniques of time management
- Proper vocabulary, grammar, spelling & punctuation

### **Demonstrates Ability to -**

- Explain court policy & procedure
- Interpret, explain & apply laws, rules & directions
- Prepare & maintain legal records - follow court rules & procedures
- Maintain confidentiality of court records
- Communicate effectively orally and in writing
- Make sound decisions, using knowledge of legal procedures & good judgment
- Produce a high volume of work with speed & accuracy
- Meet specified deadlines
- Perform basic arithmetic
- Work cooperatively with peers
- Understand meaning & intent of a variety of legal documents

### **Professional Qualifications**

**Associate Legal Process Clerk - Experience** - Two (2) years of responsible general clerical experience preferably to include some legal clerical experience which provides familiarity with a variety of legal documents including preparing or processing legal documents in a court environment or law firm. (Completion of a recognized paralegal program at an educational institution may be substituted for one year of the clerical experience.)

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

**Licenses** - Some positions require possession of a valid California driver's license.

### **Legal Process Clerk -**

In addition to the above, requires a minimum of one (1) additional year of experience preparing or processing legal documents in a court environment, justice agency or law firm.

## **How to Apply**

- Submit a complete application packet that includes the court application and responses to the supplemental questionnaire included with this announcement. The application may be completed electronically; but it cannot be submitted electronically. You must print and sign the application, including responses to the supplemental questionnaire for filing with the Court.
- The Court application and responses to the supplemental questionnaire must be received in Court Human Resources by **Tuesday, December 30, 2014 at 5:00 p.m.** to receive consideration. Applications will **not** be accepted via email or fax. Resumes will **not** be accepted in lieu of the required application. However, applicants may submit resumes along with a complete application packet.
- Applications may be submitted in person to the Court Human Resources Department at the following address:  
Court Executive Office  
Napa Superior Court  
Historic Courthouse, Third Floor  
825 Brown Street  
Napa, CA 94559  
OR  
Mailed to the following address:  
Human Resources  
Napa Superior Court  
825 Brown Street  
Napa, CA 94559
- The court application and job announcement are available online at [www.napacourt.com](http://www.napacourt.com) in the Employment section

For additional information regarding current job openings or to request an application, please contact the Court Human Resources Department at (707) 299-1242

## **Examination and Selection Process**

Based on the information provided in the application materials, the most qualified applicants will be invited for further examination. Candidates who meet the minimum qualifications at either the Associate Legal Process Clerk or Legal Process Clerk will be notified about participating in the examination process scheduled to occur during the week of January 5 and/or the week of January 12, 2014. Candidates will be notified by letter of the testing date, time and location after the filing date for the current opening. The Court reserves the right to make changes to the examination and selection process.

Best performing applicants on the written examination will be contacted to participate in the next steps of the selection process. For additional information, please review the Selection Process information in the Employment section at [www.napacourt.com](http://www.napacourt.com)

**Napa Superior Court Supplemental Questionnaire for  
Associate Legal Process Clerk / Legal Process Clerk**

Please answer the following question on a separate sheet of paper. Be sure to include the position title and your name and the date on the page.

1. Describe any experience you may have preparing or processing legal documents. Please include where you obtained the experience.

I, the undersigned, declare that all the responses to this questionnaire have been prepared by me and represent my independent work. I understand that all information provided may be subject to verification and reference.

Signature \_\_\_\_\_

Date \_\_\_\_\_