

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.

Napa County Superior Court

SUPERIOR COURT OF CALIFORNIA



Announces a Recruitment
for

Courtroom Clerk/ Senior Courtroom Clerk (Flex Staff Position)

Hourly Salary:

*Courtroom Clerk:
\$22.29 – \$26.59 per hour*

*Senior Courtroom Clerk:
\$24.54 – \$29.35 per hour*

*Application packets will be reviewed to
determine qualification for entry level
Courtroom Clerk or journey level
Senior Courtroom Clerk position*

An Equal Opportunity Employer

Final Filing Date

**Thursday, November 12, 2015
at 5:00pm**

The Position

Perform a broad variety of assignments requiring high levels of knowledge and coordination in the Courtroom. Perform difficult and highly technical clerical work. Adapt to frequently changing assignments that affect specific deadline, time limitations and other situations requiring speed, sustained attention and accuracy.

Examples of Duties

- Perform as a generalist – subject to assignment in any area of the court
- Attend court to record minutes, administer oaths, and record and file exhibits introduced.
- Maintain records of hearing dates and continuances
- Impanel jury; record challenges and proceedings during jury selection; document jury services
- Receive, mark, maintain records and assume custody of evidence and exhibits
- Read charges, indictments or verdicts to defendants
- Enter all necessary data entry in case management system
- Prepare and maintain correspondence and reports, including statistical and workload reports
- Use various other software programs to assist with processing court work

Typical Qualifications

Thorough Knowledge of –

- Functions, procedures, services and jurisdiction of the court and other justice agencies
- General court system policies and procedures
- Modern office practices and procedures
- Rules of Court and court related sections of various California Codes, ordinances, laws and regulations
- Legal forms, documents and terminology related to the processing of court cases
- Basic judicial branch and local justice system organization and procedures
- General principles and techniques of time management
- Automated systems used in court information storage and document preparation

Demonstrates ability to

- Prepare and maintain legal records in accordance with court rules and procedures
- Record minutes of court proceedings
- Listen carefully to note pertinent information for court records
- Work under pressure while performing multiple tasks with tight deadlines and interruptions
- Remain calm in a highly demanding environment
- Maintain flexibility
- Operate independently inside and outside of the courtroom
- Communicate in a tactful and professional manner orally and in writing
- Use sound independent judgment within procedural and legal guidelines
- Prioritize work assignments and consistently meet legally mandated and procedural deadlines
- Foster a cooperative teamwork approach to tasks both within the division and throughout the Court
- Establish and maintain effective working relationships
- Effectively use the court's case management system and other technology systems
- Maintain confidentiality of the court records

Professional Qualifications

Courtroom Clerk – Three (3) years of legal clerical experience which provides familiarity with a variety of legal documents and processes and includes one of the following:

- At least two (2) years of experience preparing or processing legal documents in a court of law
- At least two (2) years of experience at a level equivalent to the Legal Process Clerk
- At least two (2) years of clerical experience in a Courtroom

Substitutions for legal clerical experience

One (1) year of increasingly responsible clerical experience in an administrative, customer service, medical, banking or related environment may be substituted for one (1) year of legal clerical experience

OR

Completion of a recognized paralegal program at a university, college or other educational institution may be substituted for one (1) year of the legal clerical experience

Senior Courtroom Clerk – Three (3) years of experience performing the duties of a Courtroom Clerk.

Education for Courtroom Clerk and Senior Courtroom Clerk – Equivalent to graduation from the twelfth grad. Specialized legal clerical training is desired.

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 **Thursday, November 12, 2015 at 5:00pm** 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 (Enter the building 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 court application and job announcement are available on the HR Page of CourtNet.

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 will be notified about participating in the examination process. Candidates will be notified by letter or by phone of the testing date, time and location after an application review. 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 or contact Human Resources.

Napa Superior Court Supplemental Questionnaire for Courtroom Clerk/ Senior Courtroom 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 have working in a courtroom.
2. Briefly describe any experience you may have preparing or processing legal documents in the following categories either in a court environment, law firm or private organization. Please include where you obtained the experience.
 - Juvenile
 - Family Law
 - Civil
 - Criminal
 - Minor Offense
3. The Courtroom Clerk/Senior Courtroom Clerk position requires the ability to take accurate minutes of court proceedings. Please describe any experiences you have in taking minutes in meetings or other proceedings. Include where you obtained the experience and the techniques used to record the information.
4. Describe any other abilities or qualities you believe should be considered in evaluating your qualification for the Courtroom Clerk/Senior Courtroom Clerk position.

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 _____