

Excellent Benefits Package –

- CalPERS retirement 2% at 60
- Time Off on an Annual basis –
 - 12 Holidays
 - 12 Vacation days
 - 12 Sick days
 - 19 hours of Personal Leave
- Generous contribution toward health benefit plans and vision insurance
- Dental Insurance – Premium fully paid by the Court after a 6 month waiting period
- Life Insurance - \$40,000 paid by Court – additional coverage available at reasonable rates
- Deferred Compensation Plan

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 Employment
Opportunity*

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

**For consideration Apply by
Wednesday, August 29, 2012
at 5:00p.m.**

Napa County Superior Court

The Position

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 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

Examples of LPC Duties - In addition to Associate Legal Process Clerk tasks, perform the following:

- Perform the more difficult legal processing duties
- Attend court sessions & prepare minutes of court actions & proceedings
- Maintain records of hearing dates & continuances
- Record judgments, orders & decrees
- Prepare & process appeals
- 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 -
Knowledge of -

- Functions, procedures, services & jurisdiction of the Court
- General court system policies & procedures related to legal processing
- State & Local Rules of Court
- 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
- Word processing functions & keyboarding
- Techniques of time management
- Proper vocabulary, grammar, spelling & punctuation

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, both verbally and in writing
- Make sound decisions, using knowledge of legal procedures & good judgment

Ability to (Cont'd) -

- 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 completed Court application form and responses to the supplemental questions listed on this announcement. Applications received by the Court by **Wednesday, August 29, 2012 at 5:00 p.m.** will receive consideration in filling immediate vacancies. Applications may be submitted in person to the Court's Human Resources Department on the third floor of the Historic Court House at 825 Brown Street Napa, California 94559, or sent to the above address, Attention: Human Resources. The Court application form and job announcement are available online at www.napacourt.com or contact the Court Human Resources Department at (707) 299-1242.

Applicants with the highest level of qualifications will be notified of a testing date, time and location for a written examination. Best performing applicants on the written examination will be contacted for a panel interview.

Supplemental Questionnaire - 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: _____