



Superior Court of California, County of Contra Costa Clerk II/III

SALARY	\$18.65 - \$27.61 Hourly \$1,491.66 - \$2,208.60 Biweekly \$3,231.92 - \$4,785.29 Monthly \$38,783.05 - \$57,423.47 Annually	LOCATION	Need to be available to work at any Contra Costa Superior Court Location, CA
JOB TYPE	Full-Time	JOB NUMBER	2023-06-23-FC02 Clerk II/III
DEPARTMENT	All Departments	OPENING DATE	06/23/2023
CLOSING DATE	Continuous		

Description

Superior Court of California County of Contra Costa

Announces an open recruitment for:

Clerk II - \$42,754.40 - \$54,566.72 annually

Clerk III - \$49,600.30 - \$63,303.97 annually

Final Filing – Continuous

The Superior Court of Contra Costa County is conducting an open recruitment to fill permanent and/or project Clerk II and III positions. Clerk II/III's perform a wide variety of clerical functions in support of 37 judges and 3 commissioners currently serving the public in various cities in the county, including Martinez, Richmond, Walnut Creek and Pittsburg. An eligibility list will be established as a result of this recruitment and may be used to fill other vacancies in the future. Only incumbents who meet the minimum qualifications by the final filing date may apply.

Examples of Duties

Typical tasks include: 1.) assisting the public at the counter and on the phone; 2.) preparing and maintaining case files and a variety of legal documents; 3.) entering data into court case files; 4.) accepting and receipting for fines and/or fees collected at the counter and making appropriate entries on the automated case record; 5.) responding to correspondence from the public; 6.) pulling cases for court; and 7.) routine filing of a wide variety of legal documents.

Individuals selected must be available for assignment to any unit at any court location.

Individuals appointed to these positions must be able to: 1.) work well with others, as well as work independently; 2.) maintain a positive and professional attitude; 3.) demonstrate good interpersonal and oral communication skills with a diverse group of individuals; and 4.) timely and accurately file and enter data.

Regular and punctual attendance is essential.

Minimum/Desirable Qualifications

The **IDEAL CANDIDATE** should have the following knowledge and abilities:

Knowledge of:

- Establishment and maintenance of filing and information retrieval systems;
- Personal computers and standard software applications;
- Basic filing and financial record keeping systems;
- Correct punctuation, grammar and spelling; and
- Basic accounting and cash handling practices.

Ability to:

- Interpret, explain and apply a variety of policies, rules, procedures, and regulations;
- Read and understand statutes and instructions related to court proceedings;
- Provide assistance and deal with concerns from the public, community organizations, and other agencies in an unbiased manner;
- Follow written and verbal instructions;
- Make mathematical calculations necessary to carry out assigned functions;
- Establish and maintain cooperative working relationships with others;
- Learn to use a personal computer and software, including word processing, database, and other job-related applications and systems;
- Operate basic office equipment, including copiers, printers, 10-key, fax; and
- Learn court policies, procedures, documents and terminology affecting assigned functions.

Minimum Qualifications:

- Possession of a high school diploma, a GED equivalency certificate or a high school proficiency certificate.
- Possession of a valid California Motor Vehicle Driver's License.
- Work Experience:
 - **Clerk II**- One (1) year of full time experience working with the public and/or general clerical duties in a business setting
 - **Clerk III**- Two (2) years of full time experience performing legal clerical duties in a court or legal setting;
or
 - Three (3) years of full time experience performing clerical duties in a business setting within the past five (5) years.
or
 - BA Bachelor's Degree or higher post graduate degree from an accredited college or university.

Substitutions: A paralegal certificate can substitute for one (1) year of the required legal clerical experience.

An Associate's Degree from an accredited college can substitute for one (1) year of the required legal clerical o

Applicants using a college degree or paralegal certificate to meet minimum qualifications should submit documentation; acceptance is subject to verification.

Supplemental Information

Application and Selection Process:

Interested individuals must complete a Court application on-line and provide a valid email address. Only applications submitted electronically will be considered.

To apply, go to: <http://www.cc-courts.org>: and click on the Job Opportunities tab. After submitting your application all subsequent communications will be via email. Please add [contracosta.courts.ca.gov](mailto:info@governmentjobs.com) and info@governmentjobs.com to your email address book to ensure delivery of emails. For additional information, email: jobs@contracosta.courts.ca.gov.

Depending on the number of applications received, an application evaluation committee may be convened to review and evaluate each candidate's application package, and those deemed best qualified will be invited to a written exam. The court reserves the right to make revisions to the testing process in accordance with the Court Personnel Plan and accepted selection practices.

GENERAL INFORMATION

Conditions of Employment

Successful completion of fingerprint and a criminal record background check is required prior to appointment and is a conc

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.

Convictions

Felony and misdemeanor convictions MAY BE disqualifying for employment with the court. The court will assess the nature and gravity of the offense, the time that has elapsed since the offense was committed, and the nature of the job duties to be performed.

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 authorization to work in the United States.

Union Representative

This position is represented by AFSCME Local 2700.

Applicants with Disabilities

Reasonable accommodations will be made so applicants with disabilities may participate in the recruitment process. Please advise Superior Court Human Resources of special needs in advance.

The Court is an equal opportunity employer. The Court provides equal employment opportunity at all times and does not discriminate in violation of applicable law

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Agency

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Website

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