



# SUPERIOR COURT OF CALIFORNIA COUNTY OF MARIN



Announces an Opportunity for the Position of  
**COURTROOM CLERK**

### Our Mission

*To ensure fair and equal access to justice and  
serve the public with dignity and respect.*



## *The Community*

Located in the North Bay across the Golden Gate Bridge from San Francisco, Marin County is a dynamic community of 252,000 residents known for its combination of rural and suburban lifestyles.

It is a recreation destination for the entire Bay Area, the Golden Gate National Recreation Area and Point Reyes National Seashore are just two destinations out of more than 140,000 acres of public lands within Marin. The County's active economy includes employers such as Lucas Films and Autodesk, as well as vibrant agriculture, aquaculture, light industry and tourism business sectors. Marin County residents enjoy an excellent public school system. Marin's post-secondary institutions include College of Marin and Dominican University.

## *The Court*

The Court is considered small/medium sized among the State of California's 58 trial courts. The Court has 12 authorized judicial positions and approximately 107 staff. The Court's bench and staff are ethnically and racially diverse. The average age of staff in the Court's workforce is approximately 52. Approximately 75% of the staff are represented by SEIU 1021; all others are unrepresented.

The Court is located in the Marin County Civic Center, a facility and campus designed by famed architect Frank Lloyd Wright. The Administration building was opened in 1959, while the Hall of Justice, housing the Court and other criminal justice and law enforcement agencies, was completed in 1969. The Civic Center was designated a National Historic Landmark in 1991. Its unusual design makes it a destination for tourists.

## *Courtroom Clerk*

Under direction is responsible for preparing and processing legal documents and official records of Court proceedings in civil, criminal, family law, probate, juvenile, and small claims cases; exercises initiative and independent judgment in recording courtroom activities; provides technical and often confidential office support to the judge to which assigned, and performs related work as required.

- Attends court sessions, takes notes regarding proceedings; prepares minute orders and other court documents; prepares or answers correspondence related to court procedures and disposition of cases; prepares and issues bench warrants; maintains records and control of evidence.
- Maintains records of hearing dates and continuances; consults with attorneys and the court regarding changes in court calendar dates; calendars cases from one session to another.
- Impanels juries, maintains records of challenges, administers oaths or affirmations to witnesses and jurors; records jury service.
- Assesses fees due, maintains accounts receivable records and collects jury fees and court reporter fees.
- Reviews written orders from attorneys for proper format and content prior to their presentation for judge's signature.
- Enters specified information and summaries of proceedings into various automated systems, utilizing a variety of criminal, civil and related database and word processing formats.
- Provides technical support to the assigned judge; acts as liaison with attorneys and representatives of County of Marin departments and agencies; maintains calendars, prepares correspondence and performs a variety of office administrative support work.



- Works closely and coordinates activities with court processing specialists and other support personnel to ensure effective court operations.
- Maintains court case records and supportive documentation for judges; receives, marks, maintains records and assumes custody of evidence and exhibits.
- Notifies parties of court matters; prepares written notice to attorneys and others regarding hearing dates, filing dates, court rulings, and decisions.
- Provides for court interpreters as required; maintains records of medical examiners and expert witnesses; arranges for payment of fees.
- Prepares and sends abstracts to the Department of Motor Vehicles; prepares State Prison abstracts.
- Assists in the training of court staff that provide courtroom support work.

## ***Education and Experience***

Education: Equivalent to graduation from high school.

Experience: Two years of responsible legal, court or judicial office support experience, which provided familiarity with a wide variety of legal documents.

## ***Knowledge, Skills and Abilities***

Knowledge of: Court proceedings, local rules, Rules of Court, and California statutes; legal forms, documents, procedures and terminology relating to civil, criminal, probate, juvenile and small claims cases; correct business English, including spelling, grammar and punctuation; the operation of standard office equipment; record keeping principles and practices.

Skill in: Operating a computer and driving a motor vehicle.

Ability to: Record courtroom minutes of actions taken accurately and follow up with appropriate minute orders as required; provide responsible office support to an assigned judge; read, understand and review for accuracy legal and court documents and extract relevant information; use applicable legal office terminology, forms, documents and procedures in the course of the work; use sound judgment in following and applying appropriate laws, regulations, policies and procedures; maintain accurate office files; make accurate arithmetic calculations; compose correspondence or documents



independently or from brief instructions; organize own work, set priorities and meet critical deadlines; train staff in work procedures; communicate orally and in written form in a clear and concise manner; speak to the public in group settings; deal with stressful situations and manage upset and difficult members of the public; deal tactfully and courteously with the public; establish and maintain effective work relationships with judicial officers, court personnel, governmental agencies and members of the public.

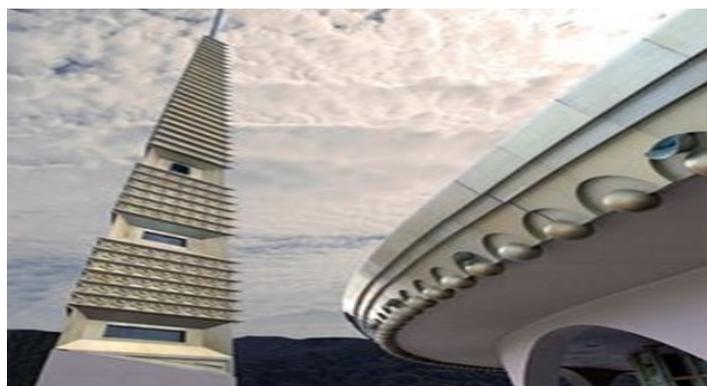
## ***Compensation & Benefits***

The annual salary range for the Courtroom Clerk is \$57,188.85 to \$68,572.41 per year. In addition, the salary is supplemented by a generous benefit package that includes the following elements.

## ***Retirement***

For new employees, the Court's retirement system is authorized by the County Employees Retirement Law of 1937 with a plan of 2% @ 62. This system has a reciprocity relationship with CalPERS and other 1937 Law entities.

Note: Court employees do not contribute to Social Security other than mandatory Medicare tax.



## ***Insurance***

The Court offers a cafeteria-style benefits plan that allows employees to choose from a variety of health, dental, vision, life, and long-term disability insurance plans. The Court also offers flexible spending accounts.

In addition, the Court provides generous paid leave allowances (paid time off and sick leave).

## ***Other Benefits***

### ***Deferred Compensation Plan***

All court employees may participate in a voluntary Internal Revenue Code Section 457 deferred compensation plan paid 100% by the employee.

### ***Tuition Reimbursement Program***

The Court offers a Tuition Reimbursement Program to employees who enroll in approved training courses or classes that directly relate to their present positions with the Court, or which may make employees more upwardly mobile in the Court. The Court's reimbursement program pays up to 50% of registration fees and materials, provided employees are pre-approved for their educational expenses and there are sufficient funds available in the Court's budget.

### ***Employee Training and Development Program***

The Court is committed to a continuous learning environment where employees are encouraged to improve their knowledge and skills throughout their careers with the Court. The Court is involved in regional and statewide training networks with other courts and professional organizations and also offers onsite programs.

### ***Free Parking***

The Civic Center offers free all-day parking for all employees and visitors.

### ***SMART Train***

The SMART Train Civic Center station is within walking distance of the Civic Center and the Court offers a monthly pre-tax discount commuter incentive.



### ***Farmers Market***

The Thursday Marin Farmers Market is located at walking distance and features 100 local farmers, specialty food purveyors and a handful of artisans. It makes for a great lunch destination as well.

### ***Marin Civic Center Café***

Byte Foods offers automated refrigerated food kiosks restocked daily with a variety of fresh, nutritious and locally sourced foods and beverages. These items include various sandwiches, salads, burritos and specialty entrees, as well as coffee, kombucha, and juices. There is also an assortment of snacks and treats.

### ***Marin County Library***

The Frank Lloyd Wright Civic Center Building offers an on-site library located on the fourth floor. It features free wifi, public computers and a large inventory of books and audio books.

### ***Beautiful Scenery***

Across the street from the Civic Center is the Marin Center which includes walking paths around a beautiful pond with a wide variety of wild birds. The Marin Center is also the location for the yearly Marin County Fair and various shows at the Marin Center.





## *To Be Considered*

Applications must be completed electronically at [http://www.marincourt.org/human\\_resources.htm](http://www.marincourt.org/human_resources.htm). Click on the link for Career Opportunities. The deadline is **Monday, May 24, 2021 at 11:00 p.m.** Candidates are responsible for submitting an application, cover letter, and answers to the supplemental questions in order to be considered.

Those candidates deemed most qualified will be invited to one or more oral interviews via zoom, tentatively scheduled the week of May 31, 2021.

This is a full-time, non-exempt represented position. The position also includes a one-year probationary period.

EQUAL OPPORTUNITY/ADA EMPLOYER

## *Supplemental Questions*

- ◆ This position requires the utilization of excellent listening and communication skills, the ability to take notes, and prepare written documentation. Please provide an example of your ability to utilize all of these skills.
- ◆ As a courtroom clerk, you may not have a permanently assigned courtroom. You would receive appropriate training in a variety of courtroom assignments, which would allow you to provide courtroom coverage in an array of courtrooms. Please describe how you would handle this fluctuating change in assignments?
- ◆ Communication is crucial as a courtroom clerk. Please describe how you would handle the following situation: You have a large backlog of pending work from calendars you have clerked all week, as well as time sensitive minute orders that need to be completed by noon. Your supervisor contacts you and says you are needed in a particular courtroom within the next ten minutes.
- ◆ Courtroom Clerks work under a supervisor who answers directly to the manager of the division. Clerks also work for and answer to the judge or judges to whom they are assigned. If your supervisor were to direct you to perform a task in a specific way, yet your judge wants the task done in a different manner, describe how you would handle such a contradiction in direction.