

# STATE OF CALIFORNIA

COURT OF APPEAL, FOURTH APPELLATE DISTRICT, DIVISION TWO

3389 Twelfth Street  
Riverside, California 92501  
Web site: [www.courtinfo.ca.gov/careers](http://www.courtinfo.ca.gov/careers)

## EMPLOYMENT OPPORTUNITY

**JOB TITLE: ASSISTANT DEPUTY CLERK I**

**LOCATION: RIVERSIDE, CA**

**JOB ID:**

### OVERVIEW

The State of California, Court of Appeal, Division Two of the Fourth Appellate District located in Riverside is accepting applications for the position of Assistant Deputy Clerk. The successful candidate will be a self-motivated professional and a reliable individual who is interested in working in a fast-paced environment where personal initiative, excellent organizational and interpersonal skills are highly valued.

Under supervision, the incumbent performs a variety of clerical, procedural and legal processes supporting activities in the Clerk's Office. Duties include prioritizing and examining incoming court documents and materials for conformance to the California Rules of Court, appellate court procedures and local rules; coding, scanning and entering documents into a computer tracking and monitoring system; electronically routing documents; evaluating, preparing and issuing detailed and complex court orders, letters and memos; review and file opinions; answering incoming telephone calls and in-person questions from court staff, the public, attorneys and other courts regarding cases, knowledge, interpretation and application of the California Rules of Court and California Style Manual, e-filing and other procedural and legal proceedings; preparing and sending out notices, preparing oral argument calendar, serving as courtroom clerk; setting up and recording; opens, reviews, separates and distributes the mail; processes outgoing mail, proper handling and shipment of court records; boxing records. Receiving, and preparing financial transaction receipts, deposits, and other duties as assigned to meet operational needs.

### QUALIFICATIONS

- Excellent interpersonal skills and ability to perform well in a diverse work environment;
- Advanced computer application skills, working knowledge of Microsoft Office and Adobe Acrobat;
- Working knowledge of legal source materials;
- Knowledge of correct business English and legal terminology, including spelling, grammar, and punctuation;
- Understand and follow oral and written instructions
- Attention to detail and accuracy;
- Ability to meet deadlines;
- Ability to maintain confidentiality, and establish and maintain cooperative working relationships with other court personnel;
- Excellent attendance and punctuality.

**WORKING CONDITIONS**

Ability to lift up to 40lbs.

**MINIMUM QUALIFICATIONS**

Assistant Deputy Clerk I: Equivalent to graduation from high school and two years of legal clerical processing experience. Or one year as an Appellate Court Records Assistant or two years as an Office Assistant II in the judicial branch.

**HOW TO APPLY**

To complete an online application, please click the "Apply for Job" button. For earliest consideration, apply by 5:00 p.m. on April 4, 2024. This posting will remain open until filled.

The Following Items are Required:

Cover Letter

Resume

Completed online employment application

The Fourth District Court of Appeal provides reasonable accommodation to applicants with disabilities who request such accommodation. Reasonable accommodation needs should be requested through Human Resources at (415) 865-4260. Telecommunications Device for the Deaf (415) 865-4272.

**PAY AND BENEFITS**

Assistant Deputy Clerk I \$4,284 - \$5,208 per month

**Salary is based on qualifications and experience.**

**Highlights of our benefits package include:**

- Health/Dental/Vision benefits program
- 14 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- Up to \$130 per month reimbursement for qualifying commuting costs
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Disability Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

**EQUAL EMPLOYMENT OPPORTUNITY**

The Court of Appeal, Fourth Appellate District is an Equal Opportunity Employer.