



STATE OF CALIFORNIA

COURT OF APPEAL, FOURTH APPELLATE DISTRICT, DIVISION THREE
601 W. Santa Ana Blvd.
Santa Ana, California 92701
Web site: www.courts.ca.gov

EMPLOYMENT OPPORTUNITY

JOB TITLE: ASSISTANT DEPUTY CLERK II-III

LOCATION: SANTA ANA, CA

JOB ID: 6170

OVERVIEW

The State of California, Court of Appeal, Division Three of the Fourth Appellate District located in Santa Ana is accepting applications for the position of Assistant Deputy Clerk. This is an on-site, in-person position. 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.

The Court strives for employee work-life balance and includes substantial vacation and holiday time. In addition, we offer an excellent benefits package including pension, medical, dental and vision coverage, flexible spending accounts, up to \$130 per month subsidy towards public transit commuting costs, and retirement savings plans.

The position will be staffed at a level commensurate with the qualifications of the selected individual.

RESPONSIBILITIES

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.

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.
Ability to copy and scan.

MINIMUM QUALIFICATIONS

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

Assistant Deputy Clerk III: Equivalent to graduation from high school and four years of legal processing experience, including two years of advanced procedural and legal processing experience at the level of an appellate court deputy clerk. Or two years as an Assistant Deputy Clerk II in the judicial branch.

Directly related college-level course work may be substituted for required experience on a year- for-year basis.

HOW TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply by 5:00 p.m. on February 29 ,2024. The posting will remain open until filled.

This position requires the submission of our official application, resume and cover letter. To complete an online application, please click the Apply for Job button.

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.

Please note: If you are selected for hire, the Fourth District Court of Appeal will require verification of employment eligibility or authorization to legally work in the United States.

PAY AND BENEFITS

Assistant Deputy Clerk II \$4,826 - \$5,870 per month

Assistant Deputy Clerk III \$5,309 - \$6,456 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 mass transit 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.