Superior Court of California
County of Humboldt
***Recruitment***

Human Resources Department
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# DEPUTY CLERK IV/V

Salary Range: $20.84 - $28.12/hr.
Full-time (37.5 hours per week)
Full Benefit Package

Announced: September 6, 2022
Final Filing Date: UNTIL FILLED

## Position Summary:

Deputy Clerk IV is the entry level position in the Deputy Clerk IV/V classification series. Incumbents perform a variety of clerical and administrative duties in the courtroom or office; to record accurate records of court proceedings; to prepare and assemble a variety of documents and records generated from court proceedings in compliance with established rules, regulations and time lines.

## Example of Essential Duties:

(This is not an all inclusive list, but rather a representative sample of duties). A Deputy Clerk IV attends court sessions to take minutes of actions and proceedings for official court record; receive, mark and take into custody evidence; impaneling juries and recording challenges, jury service, and compensation due to jurors; prepares and reviews for format and content in a variety of court documents; calendar setting and case management for assigned courtrooms and maintains court records and files, such as records of court-appointed counsel and experts.

## Education and Experience:

High School Diploma or equivalent and one (1) year experience in a legal setting or the equivalent in training, or a working knowledge of the legal system and courtroom procedures. Possession of a valid CA driver's license is required.

## Knowledge, Skills and Abilities*:*

Knowledge and use of legal terminology, court policies and procedures, Local Rules of Court, and State statutes and codes applicable to assigned areas of work required. Must know the general functions and organization of the judicial system, including the various divisions of the Court and the roles and functions of other legal law enforcement agencies. Correct use of the English language including spelling, punctuation, and grammar are required. Candidate must be able to understand and follow oral and written instructions; be patient, tactful and courteous when dealing with Judges and officers of the Court, the public and co-workers. Ideal candidate will have experience with the use and operation of the automated case management system and other computer applications and processes relevant to case management.

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# EMPLOYMENT PROCESS AND EMPLOYEE BENEFITS

## THE EMPLOYMENT PROCESS

**How to Apply:** The job announcement and application packet may be obtained in person, or at: **Jobs@humboldtcourt.ca.gov**, or the Court's **website at:** www.humboldt.courts.ca.gov/general-information/employment

**Application Process:** Prospective employees must submit a completed application and any other required documents by 5:00 p.m. on the final filing date (if applicable). Applications will be accepted by mail, e-mail, or delivered in person to the Human Resources office. *Resumes will not be accepted in lieu of an application – please see link to application below:*
https://www.humboldt.courts.ca.gov/sites/default/files/humboldt/default/documents/CourtJobAPPLICATION.pdf

It is important your application show all relevant experience and educational background. Be sure to provide all the information requested, including signatures and dates. *Incomplete applications will be rejected.*

**Examination Process:** Applicants meeting minimum qualifications will be required to participate in an examination process.

**Exam Accommodation:** Applicants with disabilities who require special testing arrangements must complete the Request for Accommodations form: http://www.courts.ca.gov/documents/mc410.pdf and submit it to the Human Resources Department prior to testing.

**Condition of Employment:** Candidates selected are required to pass a LiveScan background check before an official job offer can be made.

**Driver's License:** For positions requiring the operation of a motor vehicle, candidates referred for a hiring interview may be required to provide a DMV report and meet the Court's driving standards.

**Immigration Law:** Prior to employment, applicants will be required to provide proof of identity and authorization to work in the United States.

## EMPLOYEE BENEFITS

For a comprehensive list of benefits, please **visit our website** at: www.humboldt.courts.ca.gov and refer to the **Employment tab**.

**THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT AND ARE SUBJECT TO CHANGE.**

**THE COURT RESERVES THE RIGHT TO CLOSE THIS JOB ANNOUNCEMENT, OR TO WITHDRAW THE ANNOUNCEMENT, ANY OF WHICH MAY OCCUR WITHOUT PRIOR WRITTEN OR OTHER NOTICE.**

***The Superior Court of California, County of Humboldt is an Equal Opportunity Employer***