



Superior Court of California

County of San Francisco

Administrative Office, 400 McAllister Street, Room 205, San Francisco, CA 94102

EMPLOYMENT OPPORTUNITY

DEPUTY COURT CLERK I

(Class Code 410C)

The Superior Court of California, County of San Francisco, is actively seeking qualified individuals for Deputy Court Clerk I openings in various divisions of the Court. Duties include performing a wide variety of general court support work, including legal document processing, public counter work, data entry, jury support and other court-specific functions; basic fiscal record keeping and maintenance assignments; and other job-related duties as required. Some divisions highly prefer fluency in Spanish.

This selection process is being conducted in accordance with San Francisco Superior Court Personnel Rule 4. An eligibility list will not be established.

FINAL FILING DATE: 4:00 PM, April 1, 2024

COMPENSATION: \$2,167.57 to \$2,904.38 biweekly (\$56,357 to \$75,514 annually)

The Court offers a generous benefits package including a variety of health and dental insurance plans, a contributory retirement plan, a deferred compensation savings program, paid vacation, sick leave, floating holidays, and holiday pay.

POSITION OVERVIEW

The Deputy Court Clerk I performs general clerical support work for the Superior Court of California, County of San Francisco, such as typing and data entry on a computer, proofreading, performing mathematical computations, handling cash transactions, maintaining and filing court records, and providing information to the public and other staff in-person, by telephone, and in writing.

Physical Requirements: Sit for extended periods; frequently stand for extended periods, and frequently walk, bend, stoop, lift, and stretch; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

Work is performed in an office and courtroom environment; continuous contact with judicial officers, executive management, litigants, attorneys, other staff and the public. Most positions in this classification are assigned Monday through Friday during normal working hours.

REQUIRED QUALIFICATIONS

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

One year of experience performing a variety of office support work.

DESIRABLE QUALIFICATIONS

Some divisions highly prefer fluency in Spanish.

Knowledge of:

- Clerical practices and procedures.
- Proper English grammar, spelling and usage.
- Principles and practices of public relations and customer service.
- Arithmetic, including addition, subtraction, multiplication and division.
- Personal computers and software applications.

Ability to:

- Learn, understand, explain, and apply office practices and procedures.
- Perform clerical work involving judgment and accuracy.
- Establish and maintain cooperative working relationships.
- Type at a speed of at least 35 words per minute with reasonable accuracy.
- Use a personal computer and appropriate software for word processing, record keeping, and court support functions.
- Operate standard office machines and equipment such as computer printers, calculators, and copy equipment.
- Read, write, speak and understand English at a level necessary for satisfactory job performance, including continuous contact with other staff, attorneys, litigants, and the general public.
- Prepare clear, concise and accurate records and reports.
- Effectively represent the Superior Court of California, County of San Francisco, with judicial officers, attorneys, litigants, other staff and the general public.
- Maintain confidential information when required by legal or ethical standards.

HOW TO APPLY

Interested individuals must apply online and include a valid email address where the applicant can receive future correspondence regarding the position. Applicants must submit ALL the following items:

- Superior Court of California, County of San Francisco, online employment application (fully completed). The link to the online application is available on the Court's website at <https://sf.courts.ca.gov/general-information/human-resourcesemployment>.
- Resume.
- Statement of qualifications, limited to one page, only explaining why the applicant is interested in the position and qualified to perform the duties described herein. This one-page statement should succinctly describe the relative education and experience that is applicable to this position.

The preparation of the online application, including the resume and statement of qualifications, is very important to the selection process. It is recommended that applicants review the information in this announcement and on the application very carefully. Once the application has been submitted, it cannot be corrected, changed or resubmitted. **All applications must be submitted by the final filing date and time indicated in this announcement.**

SELECTION PROCESS

Initial Screening:

Complete application packages received by the final filing date and time will be evaluated to determine if applicants meet the minimum qualifications. The Court will further evaluate these documents and may interview only those applicants it deems may best meet the needs of the Court. Not all applicants will receive an interview.

Oral Interview & Skills Exercise:

If necessary, selected applicants may be interviewed to determine their relative knowledge, abilities, and skill levels in job-related areas. Applicants may also be required to participate in a skills exercise related to job factors. If interviews and the skills exercise are scheduled, it is anticipated that they will be conducted in April/May 2024.

Qualified applicants with disabilities requiring reasonable accommodation to participate in the selection process should complete the relevant section of the employment application.

OTHER APPOINTMENT INFORMATION

Employment is subject to security clearance. Any false statement or omission of material fact may cause forfeiture of employment. Information presented on employment applications, resumes, and attachments, and during the selection process is subject to verification. Employees are prohibited from engaging in activities which conflict with the interests of the Superior Court of California, County of San Francisco.

Immigration laws require that all employees hired after November 6, 1986, must provide proof of work eligibility. At the time of appointment to a position, all applicants must possess a valid Social Security number, and will be required to present original documents which verify citizenship or legal alien status as well as identity (such as a social security card and driver's license, or a green card and a driver's license, or a valid U.S. passport).

THE SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO, IS AN EQUAL OPPORTUNITY EMPLOYER. APPLICANTS SHALL NOT BE FAVORED OR DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, ANCESTRY, CITIZENSHIP, AGE, MARITAL STATUS, PHYSICAL DISABILITY, MENTAL DISABILITY, MEDICAL CONDITION, SEXUAL ORIENTATION, GENETIC INFORMATION, UNION ACTIVITY, POLITICAL AFFILIATION, OR OTHER NON-MERIT FACTOR.

For questions on the above information, contact the Human Resources Office of the Superior Court of California, County of San Francisco, (415) 551-0381.

*This announcement and the online application are available at
<https://sf.courts.ca.gov/general-information/human-resourcesemployment>.*