

STATE OF CALIFORNIA

COURT OF APPEAL, FOURTH APPELLATE DISTRICT, DIVISION ONE

750 B Street, Suite 800

San Diego, California 92101

Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: ASSISTANT DEPUTY CLERK I

LOCATION: SAN DIEGO, CA

JOB ID: 6196

OVERVIEW

The California Court of Appeal, Fourth Appellate District, Division One, located in downtown San Diego, is accepting applications for the position of Assistant Deputy Clerk I. The successful candidate will be a self-motivated professional and a reliable individual who is interested in working in a team environment where personal initiative, high attention to detail, and 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 reimbursement for qualifying commuting costs, and retirement savings plans.

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 Case Management System (CMS); electronically filing and processing documents through an eFiling System (EFS); routing documents; evaluating, preparing and issuing detailed and complex court orders, letters and memos; reviewing and filing court opinions; preparing oral argument calendars, serving as courtroom clerk; answering incoming telephone calls, email communication, 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. The successful candidate will also receive and prepare financial transactions receipts, deposits, and other duties as assigned to meet operational needs.

This is an in-person position. Hybrid work options may be considered once the employee is fully trained and with ongoing supervisor approval.

QUALIFICATIONS

Knowledge of:

- Jurisdictional requirements associated with the trial courts and with appeals and original proceedings before an appellate court.
- Legal terminology and legal source materials, including pertinent California Rules of Court, Standard California Codes, and the California Style Manual.
- Office and court clerical practices, including filing and the operation of office equipment and telephone systems.
- The operation of personal computers including data entry and preparation of spreadsheets, and the use of specified computer applications, such as case management systems, document management systems, and e-filing systems.
- Record keeping principles and practices.
- Customer service principles and practices.
- Business English, including composition, spelling, grammar, punctuation, and professional telephone etiquette.

Ability to:

- Understand and apply policies, procedures, rules, and regulations of the Clerk's Office.
- Understand complex procedures, legal terminology; prepare accurate materials from such procedures; organize and maintain accurate files and records.
- Perform a variety of clerical and legal processing support activities accurately; safely operate a variety of office equipment and telephone systems.
- Make sound decisions in accordance with laws, rules, regulations, codes, internal policies, and procedures in a variety of work situations in the Clerk's Office.
- Operate personal computers including inputting data, preparing spreadsheets, and using computer applications, such as case management systems and document management systems.
- Establish and maintain effective working relationships with those contacted in the course of the work; consistently maintain confidentiality.
- Provide customer service to people with diverse socio-economic backgrounds in difficult situations.
- Effectively organize work, set priorities, and meet critical deadlines.
- Communicate clearly and effectively, with tact and courtesy; understand and follow oral and written instructions.

WORKING CONDITIONS

Ability to lift up to 30lbs.

MINIMUM QUALIFICATIONS

Assistant Deputy Clerk I: Equivalent to an associate's degree OR equivalent to graduation from high school and two (2) years of legal clerical processing experience.

OR

One (1) year as an Appellate Court Records Assistant OR two (2) years as an Office Assistant II with 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 9, 2024

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 \$4,388 - \$5,335 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.