



The Superior Court of California, County of Sierra

Is accepting applications for the position of:

Court Clerk I/II

(Full-time, regular employee position)

This position performs legal clerical work, legal processing, courtroom and judicial assistance activities. The current position is located in Downieville, CA, at the Sierra County Courthouse. Occasional travel to other locations or training may be required.

Application Deadline: Open until filled

Monthly Salary Range:

Court Clerk I \$2,679.52 (\$15.46/hour) - \$3,257.39 (\$18.79/hour)

Court Clerk II \$3,216.40 (\$18.56/hour) - \$3,909.55 (\$22.56/hour)

To Apply: Submit a completed, *signed original Court Application* form to the address below.

Application packets are available at the address below or on the court's website at <http://sierra.courts.ca.gov>.

Superior Court of California, County of Sierra

Mailing Address: P.O. Box 476

Physical Location: 100 Courthouse Square

Downieville, CA 95936

(530) 289-3698

[E-mail: superiorcourt@sierracourt.org](mailto:superiorcourt@sierracourt.org)

Essential Functions:

In addition to the specific Court Clerk Level classifications below, Court Clerk candidates will perform clerical and courtroom support. Prepare and maintain a wide variety of legal documents and records. Collect and record fees, fines and other monies. Provide general informational assistance to the public regarding filing and recording requirements, timelines, procedures and calendaring; cross-trains in other court services and functions.

Court Clerk I: is the training/working level of the Court Clerk series. Incumbents in this classification are expected to learn to perform the full range of legal processing, courtroom and judicial support duties and will attend court sessions, transcribe minutes, interact with the public, prepare legal orders and perform other related duties.

Court Clerk II: performs the more difficult aspects of the duties outlined for the Court Clerk II at a level requiring less direct supervision.

Minimum Qualifications:

Court Clerk I: Graduation from high school or equivalent, one year full-time experience performing one or more of the essential functions listed above or one year of previous experience performing clerical office support.

Court Clerk II: In addition to the requirements for Court Clerk I, this position requires a minimum of one year experience in office support work which includes the review of legal documents and court processing and the ability to apply rules and procedures pertaining to court actions.

Selection Procedure: Application packets will be reviewed for minimum qualifications. Candidates with the most directly related experience, education and training *may* be invited to a written, performance or oral exam. Investigation of employment history and references may be conducted prior to an offer of employment. The information in this job announcement is general in nature and does not constitute an expressed or implied contract.

Pre-Employment Policies: Offers of employment are contingent upon submission of documents verifying identity and authorization to work in the United States in accordance with the Immigration Reform and Naturalization Control Act of 1986; successful completion of pre-employment drug screening and background check.

BENEFITS: The Court provides and contributes a portion of cost for health care insurance, including dental and vision care and life insurance. Retirement is provided through an integrated plan of the California Public Employees System (CalPERS 2.0% at 62) and Social Security. Employees accrue paid leave at the rate of 22 days per year and receive 13 paid holidays.

Sierra County Superior Court does not discriminate on the basis of race, religious creed, color, national origin, ancestry, medical condition (cancer-related only), mental or physical disability, marital status, gender or age. Minorities, women, and the disabled are encouraged to apply. The court will provide reasonable accommodation to qualified individuals with disabilities in compliance with state and federal law.