



SUPERIOR COURT OF CALIFORNIA COUNTY OF EL DORADO

Invites applications for the position of:

Court Clerk V (Lead Clerk – Represented)

Locations: Placerville

Salary: \$23.37 to \$28.42 per hour

Final Filing Date: Open Until Filled

First Review Date (submit application by): April 10, 2022 at 11:59 p.m.

DEFINITION

Under general supervision, the Court Clerk V performs a full range of clerical duties in support of Court operations, inside and outside the courtroom; performs lead worker tasks.

DISTINGUISHING CHARACTERISTICS

The Court Clerk V is the lead class in which incumbents assist the Operations Supervisor in the coordination of workflow within the assigned Court division or department.

ESSENTIAL FUNCTIONS AND DUTIES

Essential duties include, but are not necessarily limited to, all tasks associated with the Court Clerk I, II, III and IV classes, plus the following:

- Provide resources for staff to properly perform their assignments; coordinate the workflow of staff; monitor the progress of work completed by Court staff, including timeliness and quality of work; reevaluate workload during periods of change and adjust the duties accordingly.
- Ensure the Court's objectives are met by performing any necessary problem solving and research.
- Assist the Court in meeting reporting requirements by timely and accurately preparing monthly statistical reports for operations supervisors.
- Promote quality and timeliness of work within the division or department by performing all duties as assigned by the operations supervisor.

EMPLOYMENT STANDARDS

Minimum Qualifications

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities. A desirable combination is:

High School diploma or equivalent GED and three (3) years of full-time court support or law-related experience working in a government agency, legal clinic or law office. Completion of course work from a law/paralegal school or major course work from an accredited college, university, business school or training school in a field that is related to the knowledge and abilities specified for this classification 24 semester units or 36 quarter units equal one year of experience) may be substituted for a maximum of two (2) years' experience.

Knowledge and Abilities

Knowledge of:

- Codes, Rules of Court and statutes applicable to the work assignment.
- Correct English use, punctuation, spelling and grammar.
- Basic supervisory principles and practices.
- Keyboard and typing skills to prepare timely, error-free correspondence, reports and other documents and to ensure the workflow is processed timely and accurately.
- Court office procedures, including filing, records management practices and procedures; organizing and maintaining accurate files and records.
- Basic business data processing principles and practices, including word processor, database and report formats using preprogrammed case management software.
- Filing, conforming and processing legal documents.
- Processes associated with impaneling a jury.
- Training principles and practices.
- Legal system and Court procedures, practices and terminology.

Ability to:

- Organize and prioritize work, meet critical deadlines and coordinate multiple tasks.
- Establish and maintain effective working relationships with those contacted in the course of work, including the public, attorneys and judicial officers.
- Prepare clear, accurate and effective correspondence, reports, policies, procedures and other written materials.
- Enter and retrieve data from the Court case management system accurately and efficiently.
- Take notes to the degree that workflow in courtroom trials and hearings is processed timely and accurately.
- Work independently, overseeing and coordinating assigned specialized responsibilities.
- Make decisions under pressure in a fast-paced, high-volume environment.
- Perform detailed, complex and difficult courtroom support work quickly and accurately.
- Exercise initiative and sound independent judgment within established guidelines.
- Ability to serve in three (3) or more Court divisions due to cross training and/or provide backup in a courtroom environment
- Maintain strict confidentiality
- Provide leadership to staff and work well with Court Management
- Display a high level of professionalism.

Other Requirements

- Possession of a valid driver's license may be required depending on the position or the ability to provide alternate methods of transportation that meets job requirements.
- Candidates are required to pass a fingerprint clearance by the Federal Bureau of Investigation (FBI) and Department of Justice (DOJ). Convictions, depending on the type, number and date, may be disqualifying.
- All Court employees must take the Oath of Allegiance.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Physical demands:

- Exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force constantly to move objects.
- Arranges records in file cabinets, drawers and boxes.
- Walks to obtain files and records and stands while arranging them.

Work Environment:
No environmental factors.

BENEFITS

- **Vacation:** Accruals start at ten (10) days per year for full-time employees (increases with years of service).
- **Holidays:** Ten (10) paid holidays plus four (4) floating holidays for full-time employees.
- **Sick Leave:** Twelve (12) days per year for full-time employees.
- **Health Benefits:** Medical, dental and vision insurance coverage is offered to employees and their eligible dependents, with a significant portion of the health benefit contributions paid by the Court.
- **Retirement:** CalPERS retirement is the benefit offered by the County CalPERS program in effect at the date of hire. The Court does not contribute to Social Security.
- **Life and Accidental Death and Dismemberment (AD&D) Insurance:** The Court provides basic employee life and AD&D insurance. Employees may elect to purchase supplemental life or AD&D insurance subject to the provisions of the respective insurance plan.
- **Long-Term Disability (LTD) Insurance:** The Court provides and pays for LTD insurance subject to the provisions of the respective insurance plan.
- **Flexible Spending Account:** The ability to deduct a portion of your salary before taxes to apply towards qualified medical expenses and/or childcare expenses.
- **Employee Assistance Program:** Employees may use this program for up to six (6) visits per year at no cost to the employee. Services are completely confidential.
- **Deferred Compensation:** The Court offers two (2) deferred compensation plans for employees who wish to participate through payroll deduction.
- **Pet Healthcare Program:** Voluntary employee-paid benefit.

RECRUITMENT AND APPLICATION PROCESS

Applicants must submit a completed application packet that includes a Court application, resume and responses to the supplemental questions contained in this job announcement. Applicants may email the application packet to hr@eldoradocourt.org. The application packet may also be delivered between the hours of 8:00 a.m. and 4:00 p.m. from Monday – Friday or mailed to:

**Superior Court of California
County of El Dorado
Attn: Court Administration/HR Dept.
2850 Fairlane Court, Ste 110
Placerville, CA 95667**

- Application packets will not be accepted at any other Court location.
- Faxed application packets are **not** acceptable.
- Resume **may not** be substituted for any portion of the application.
- It is **not** acceptable to complete the application or the supplemental question with statements such as “see/refer to resume” or “see attached.”
- Incomplete application packets will not be processed.
- All materials submitted become the property of the Court and will not be returned.

If you require a reasonable accommodation for any part of the application and hiring process, please contact Human Resources at (530) 621-7427.

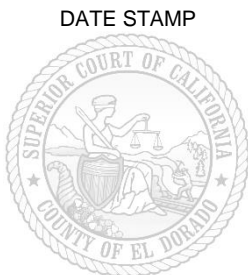
The Superior Court of California, County of El Dorado is an Equal Opportunity Employer.

www.eldorado.courts.ca.gov

**Supplemental Questions
Court Clerk V (Lead Clerk)**

To better assess the qualifications of each applicant, completion of the below supplemental questions is required. Please take the time to provide a thoughtful and thorough response. All work experience that is described or included in your response must be included in the "Work Experience" section of your application. Do not refer to a resume or other document.

1. Tell us what makes you an outstanding candidate for this position; include specific examples of related experience as well as personal characteristics.
2. Describe a project that you have participated in, planned or managed. Include in your description your role, the scope of the project, who was involved, any challenges that arose and the outcome.



DATE STAMP

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF EL DORADO
HUMAN RESOURCES DEPARTMENT
APPLICATION FOR EMPLOYMENT**

2850 FAIRLANE COURT, STE 110, PLACERVILLE, CALIFORNIA 95667
TELEPHONE: 530-621-7427
www.eldoradocourt.org

FOR PERSONNEL USE ONLY

☐ Accepted☐ Rejected☐ Experience☐ Education☐ Late☐ Other

DATE: _____

Please TYPE or PRINT in dark ink. An application completed in insufficient detail, without signature, or in pencil will constitute failure of the initial step of the examination process and the application will be rejected.

IMPORTANT: YOU WILL BE NOTIFIED BY MAIL OF YOUR STATUS. THE SUPERIOR COURT OF CALIFORNIA, COUNTY OF EL DORADO IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, AND THE DISABLED ARE ENCOURAGED TO APPLY. IF YOU NEED ACCOMMODATION IN THE EXAMINATION/INTERVIEW PROCESS, PLEASE CONTACT COURT ADMINISTRATION AT LEAST FIVE (5) WORKING DAYS BEFORE A SCHEDULED EXAMINATION/INTERVIEW.

1. **EXACT TITLE OF POSITION
FOR WHICH YOU ARE APPLYING:**

2. NAME-FIRST: MIDDLE: LAST:

3. MAILING ADDRESS: CITY STATE ZIP

4. HOME PHONE: () BUSINESS PHONE: () EMAIL ADDRESS:

Answer by checking the appropriate box:

YES NO

5. Can you, after an offer of employment, submit verification of the legal right to work in the U.S.? (U.S. regulations require all employees hired after 11/06/86 to provide proof of legal status to be employed in the U.S.)

6. Do you object to the Court making inquiry of your present employer?

7. Have you ever been discharged from a position or terminated during a probationary period for unsatisfactory service, or have you ever resigned upon request to avoid discharge? If yes, give name and address of employer, date of discharge or forced resignation, and the reason in Item No. 15.

8. Have you ever been employed by the Superior Court of California, County of El Dorado? If Yes, give details in Item No. 15

9. Do you have a valid driver's license to operate a motor vehicle? If YES, complete the following:

State: Type of License Lic. No. Expiration Date

10. Do you have any relations by blood or marriage employed by the Superior Court of California, County of El Dorado? (Court policy prohibits nepotism.) If YES, give name(s) and relation in Item No. 15.

11. Have you ever been convicted of an offense against the law including misdemeanor offenses such as DUI, reckless driving, etc. or forfeited collateral? You may omit: (1) Minor traffic violations and (2) any offense committed before your 18th birthday. If YES, give details in Item No. 15.

12. Please check the type of employment you are willing to accept: ☐ FULL-TIME ☐ PART-TIME ☐ TEMPORARY

13. Please check the location of the position you are applying for: ☐ SOUTH LAKE TAHOE ☐ PLACERVILLE ☐ CAMERON PARK

14. In addition to English, I can: ☐ speak ☐ read ☐ write fluently _____
Applicant may be tested to validate language skills. (enter language)

15. SPACE IS PROVIDED FOR AN EXPLANATION, IF NECESSARY, FOR ITEMS 7, 8, 10, 11 OR TO LIST ANY SPECIAL SKILLS.

INSUFFICIENTLY COMPLETED APPLICATIONS WILL BE REJECTED

TURN OVER APPLICATION AND FILL OUT *BEFORE* SIGNING BELOW

16. **CERTIFICATE OF APPLICANT:** Recheck the Application to be sure it is complete and read the following carefully before signing. Applicant must sign personally. I hereby certify that all statements made in this application are true and I agree and understand that any misstatement or omission of material facts herein may cause forfeiture on my part to any employment or payment as an employee in the service of the Superior Court of California, County of El Dorado. I further agree to be fingerprinted, and upon employment, to furnish such proof of age as may be required. I hereby authorize representatives of the Superior Court of California, County of El Dorado to contact (except as noted in #6) organizations, employers, schools and individuals listed for the purpose of establishing or verifying my qualifications, work history and work habits in connection with this application for Superior Court employment. I understand and acknowledge that such information will be used confidentially and for purposes of employment decisions only. I authorize the individuals or organizations contacted to release the above information to the Superior Court of California, County of El Dorado.

Signature _____ **Date** _____

INSUFFICIENTLY COMPLETED APPLICATIONS WILL BE REJECTED

(i.e. "See attached resume" is unacceptable)

PLEASE READ THE MINIMUM QUALIFICATIONS SECTION OF THE JOB BULLETIN BEFORE FILLING OUT THIS SIDE**17. EDUCATION AND EXPERIENCE**A. Do you possess a High School Diploma or G.E.D.? ☐ Yes ☐ No

B. NAME AND LOCATION OF COLLEGE OR UNIVERSITY	COURSE OF STUDY	SEMESTER UNITS	QUARTER UNITS	DEGREE	DATE COMPLETED

C. BUSINESS, CORRESPONDENCE, TRADE, OR SERVICE SCHOOLS:

COURSE OF STUDY:

18. CERTIFICATES, LICENSES, OR PROFESSIONAL REGISTRATION WHICH APPLY TO THIS POSITION:

DATE ISSUED _____ TYPE OF LICENSE & REGISTRATION NO. _____

DATE ISSUED _____ TYPE OF LICENSE & REGISTRATION NO. _____

19. IF THIS POSITION REQUIRES COMPUTER, TYPING, AND/OR SHORTHAND SKILLS, PLEASE INDICATE: YES NO
 Computer ☐ ☐
 Typing ☐ ☐ _____ WPM
 Steno ☐ ☐ _____ WPM

20. EXPERIENCE: Begin with your most recent experience. List ALL experience in the last ten years, including U.S. Military Service. Give details of the experience which you believe helps you meet the requirements of the position for which you are applying. Show actual time (number hours/days, number of hours/weeks) spent in such experience. If "volunteer," state in the space following salary. Resumes are encouraged, BUT WILL NOT BE ACCEPTED IN LIEU OF ANY PORTION OF THE STANDARD SUPERIOR COURT OF CALIFORNIA, COUNTY OF EL DORADO APPLICATION. All materials submitted become the property of the Superior Court of California, County of El Dorado. You may attach additional sheets if necessary.

PERIOD OF EMPLOYMENT FROM: _____ TO: _____ TOTAL: _____ YR. _____ MO. <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME If part time, give exact or average hours per week: _____	JOB TITLE AND MOST RELEVANT DUTIES PERFORMED TITLE: _____ NO. SUPERVISED _____ DUTIES: _____	NAME AND ADDRESS OF EMPLOYER (S) EMPLOYER: _____ ADDRESS: _____ _____ IMMEDIATE SUPERVISOR: _____ PHONE NO. : _____ REASON FOR LEAVING: _____
PERIOD OF EMPLOYMENT FROM: _____ TO: _____ TOTAL: _____ YR. _____ MO. <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME If part time, give exact or average hours per week: _____	JOB TITLE AND MOST RELEVANT DUTIES PERFORMED TITLE: _____ NO. SUPERVISED _____ DUTIES: _____	NAME AND ADDRESS OF EMPLOYER (S) EMPLOYER: _____ ADDRESS: _____ _____ IMMEDIATE SUPERVISOR: _____ PHONE NO. : _____ REASON FOR LEAVING: _____
PERIOD OF EMPLOYMENT FROM: _____ TO: _____ TOTAL: _____ YR. _____ MO. <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME If part time, give exact or average hours per week: _____	JOB TITLE AND MOST RELEVANT DUTIES PERFORMED TITLE: _____ NO. SUPERVISED _____ DUTIES: _____	NAME AND ADDRESS OF EMPLOYER (S) EMPLOYER: _____ ADDRESS: _____ _____ IMMEDIATE SUPERVISOR: _____ PHONE NO. : _____ REASON FOR LEAVING: _____
PERIOD OF EMPLOYMENT FROM: _____ TO: _____ TOTAL: _____ YR. _____ MO. <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME If part time, give exact or average hours per week: _____	JOB TITLE AND MOST RELEVANT DUTIES PERFORMED TITLE: _____ NO. SUPERVISED _____ DUTIES: _____	NAME AND ADDRESS OF EMPLOYER (S) EMPLOYER: _____ ADDRESS: _____ _____ IMMEDIATE SUPERVISOR: _____ PHONE NO. : _____ REASON FOR LEAVING: _____

CONFIDENTIAL

Superior Court of California, County of El Dorado Affirmative Action Form

The Superior Court of California, County of El Dorado requests all persons to complete this portion of the application under the provisions of the Government Code Section 1233. This is not a part of the application and is removed before screening, it is used for AA/EEO purposes only. No individual personnel selections are made based on the information. Please answer the following questions to the best of your ability. Your cooperation is appreciated.

ETHNIC CATEGORY

1. ☐ WHITE (Not of Hispanic origin). All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
2. ☐ BLACK (Not of Hispanic origin). All persons having origins in any of the Black racial groups of Africa.
3. ☐ HISPANIC. All persons of Mexico, Puerto Rico, Cuba, Central or South America, or other Spanish culture or origin, regardless of race.
4. ☐ ASIAN or PACIFIC ISLANDER. All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
5. ☐ AMERICAN INDIAN or ALASKAN NATIVE. All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

TITLE APPLIED FOR:

DATE:

I LEARNED ABOUT THIS JOB OPENING THROUGH (check appropriate boxes):

- | | |
|---|---|
| 1. <input type="checkbox"/> A FRIEND OR RELATIVE | 5. <input type="checkbox"/> JOB FAIR, AN ORGANIZATION, OR GROUP (Which?): _____ |
| 2. <input type="checkbox"/> A COURT EMPLOYEE | 6. <input type="checkbox"/> ADVERTISEMENT (Which paper or magazine?): _____ |
| 3. <input type="checkbox"/> COURT EMPLOYMENT ANNOUNCEMENT | 7. <input type="checkbox"/> WEBSITE (Please specify site): _____ |
| 4. <input type="checkbox"/> COURT ADMINISTRATION | 8. <input type="checkbox"/> OTHER MEANS (Please specify): _____ |

GENDER: ☐ Male ☐ FemaleAGE: Are you 40 years of age or older? ☐ YES ☐ NO