



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF MENDOCINO**

**Is recruiting to fill the following position:
Court Clerk II**

This announcement may be used to fill regular, limited term, and extra help positions.

Hourly Salary: \$14.13 - \$17.18
Position Locations: Ukiah and Fort Bragg
Closing Date: Open until Filled

Description of Court Clerk II Job Functions:

Under supervision, individuals in this job classification complete a variety of tasks related to legal processing functions and courtroom administration. Incumbents may perform complex clerical work requiring the use of legal rules and codes. Clerks may assist the public at the counter referring an individual to sources of information and may explain rules, policies and codes. Incumbents may review case files and record proceedings in summary and/or narrative form to accurately reflect case proceedings.

Minimum Qualification Requirements

Education and Experience

- High School diploma or equivalent
- Minimum of six (6) months of clerical experience.

Licenses and Certifications

- Possession of a California Driver's License or the ability to travel from one court location to another as assigned.

Physical Requirements and Work Environment:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to use dexterity and coordination utilizing hands to finger, handle or feel objects, use a computer keyboard, view a computer monitor, handle files, single pieces of paper, stacks of papers and reference and other materials; reach with hands and arms; and stoop and kneel. Hearing and speaking are needed to listen effectively and to talk with individuals in person and by phone. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee is frequently required to sit, stand, and move from place to place within the office. The employee is occasionally required to lift and/or move objects weighing up to 25 pounds and reach for items above and below desk level. Lifting of objects weighing in excess of 25 pounds will require team lifting. The noise and traffic level in the work environment are similar to a busy business office.

Normal business hours: 8:00 a.m. to 5:00 p.m., Monday through Friday. Overtime may occur occasionally.

Benefits: The Court benefit package for regular and limited term positions includes:

- Retirement benefits available under the 1937 Retirement Act
- Health, vision and dental insurance plans
- \$30,000 Court paid life insurance;
- Vacation is based on time in service and starts at 10 vacation days per year
- 13 paid holidays per year;
- Sick leave of 15 days per year, earned at 4.62 hours per pay period;
- Annual allocation of 32 hours of Paid Time Off
- Deferred compensation plans are available

HOW TO APPLY:

Interested persons should submit the following:

- A completed and signed Court application;
- Answers to the Supplemental Questions on the last page of the announcement
- A Typing Certification (not less than 6 months old);
- A resume is helpful but not required.

The Court application may be obtained by visiting the Court or is available from the Court website, www.mendocino.courts.ca.gov. You will be able to type information into the on-line application. Mail or deliver application materials to:

**Superior Court of California, County of Mendocino
Human Resources Department
100 North State Street, Suite 303
Ukiah CA 95482**

SELECTION PROCESS:

This announcement will remain open until the vacancy is filled. This is a competitive recruitment. All application materials will be reviewed. The candidates with backgrounds and experience that best fit the needs of the Court will be submitted to the interview panel for consideration. Applicants may be required to participate in one or more interviews during the decision making process.

Please note that Court employment is contingent upon successful completion of a background check, a drug screen test and the provision of appropriate identifying documents to certify eligibility to work in the United States. In addition, please be advised that finalists must be fingerprinted for criminal record check purposes and that continued employment is contingent upon information received in the report.

The Court provides reasonable accommodations for applicants with disabilities. If you are disabled as defined by the federal Americans with Disabilities Act or the California Fair Employment and Housing Act and will be requesting an accommodation, please contact Court Human Resources at 707-468-2037.

The Superior Court of California County of Mendocino is an Equal Opportunity Employer.

Thank you for your interest.

**SUPPLEMENTAL QUESTIONNAIRE FOR
COURT CLERK II VACANCY**

Please answer the following questions and submit with your completed application form and typing certificate:

1. Briefly describe your background and work experience that you believe qualifies you for the Court Clerk II position.

2. Please provide an example of a job accomplishment that you believe demonstrates your commitment to excellence in the work environment.