

**Superior Court of California
County of Solano
Job Announcement**

**Supervising Courtroom Clerk
Recruitment # 2020-09**

Salary: \$61,689 – \$74,983 annually

CLOSING DATE: October 30, 2020 at noon

Job Definition

Under limited supervision, plans, organizes and supervises the work of courtroom clerks and performs the duties of a courtroom clerk, as needed. This is a regular, full-time classification. It is represented and non-exempt from the Fair Labor Standards Act.

Essential Functions (Core Competencies) include, but are not limited to

- Planning and assigning the work of the Courtroom Clerk and Lead Courtroom Clerk classifications;
- Ensuring adequate coverage for all courtroom activities and functions;
- Training employees (or overseeing the training) in work procedures;
- Reviewing work to ensure timeliness and accuracy in the completion of documents, entries into the automated case management system, and receipting/processing of fines and/or fees, according to legal and operational procedures;
- Preparing and delivering performance appraisals for subordinate courtroom clerks, including developing and setting goals and objectives;
- Preparing and delivering counseling memos regarding performance issues;
- Developing or assisting in the development of procedures and training manuals;
- Answering complex and difficult procedural questions related to courtroom operations;
- Providing information to attorneys, public agencies and the general public regarding the status of cases and procedural information;
- Applying court policy to resolve conflicts with customers;
- Performs all the duties of a Courtroom Clerk as scheduled or when needed;
- Monitoring changes in laws, policies and procedures that impact work; recommending procedural improvements and implementing an improvement after approval;
- Monitoring and ordering supplies;
- Processing absence requests and time sheets;
- Preparing and maintaining statistical and narrative reports related to the activity and work of the unit; and
- Performs other related work as required by business needs.

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The ideal job applicant will possess all of the knowledge, skills, and abilities (KSAs) listed below, including other KSAs and meet all minimum requirements. A more detailed list of minimum requirements and KSAs is available upon request in the form of a job specification.

Knowledge, Skills, and Abilities – The successful applicant will possess the following (KSAs)

- Knowledge of principles of supervision, including practices and methods related to selection, evaluation, counseling, disciplining, setting and achieving goals and objectives and development of subordinates;
- Knowledge of court functions, operations, procedures and services;
- Knowledge of legal terminology, forms, documents and procedures, and California statutes governing court procedures and rules;
- Knowledge of judicial decorum;
- Knowledge of case calendaring procedures;
- Knowledge of processing documents through administrative departments;
- Knowledge of fine, bail, and sentencing procedures;
- Knowledge of modern office methods, practices, procedures and equipment, including computers.
- Ability to motivate subordinates;
- Skill in organizing and prioritizing work to ensure completion with a high level of accuracy, often within short time deadlines;
- Skill in explaining technical and procedural information clearly and concisely to the public, attorneys, law enforcement officials, and other concerned parties;
- Skill in preparing a variety of detailed forms, records and reports according to the procedures and rules of the department to which assigned;
- Ability to exercise sound judgment within the framework of policies and guidelines;
- Ability to use proper English, including spelling, grammar, vocabulary and punctuation;
- Ability to make arithmetical calculations;
- Ability to establish and maintain effective working relationships with those contacted in the course of work;
- Ability to understand and apply written and verbal instructions & convey information to others;
- Ability to communicate effectively with people of diverse socio-economic backgrounds and temperaments;
- Ability to maintain confidentiality of information;
- Skill in using a variety of software programs, which include Word, Excel, Outlook, and Document Management System (DMS).

Educational and Work Experience Requirements

- Equivalent to graduation from high school or GED
AND
- Two (2) years of full-time experience as a courtroom clerk
OR
- Four (4) years experience in a California trial court with one (1) year of supervisory experience and one (1) of courtroom clerk experience.

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License Requirement

A valid California driver's license may be required or the ability to provide alternate transportation if prohibited by a medically documented disability from obtaining a driver's license.

Physical Requirements and Work Environment

The duties assigned to this position requires standing, walking, use hands to finger, handle, pinch, pull objects or controls, reach with hands and arms, climb stairs, and balance. Customarily, assigned work may include frequent lifting of up to approximately 10 pounds. Occasional lifting of up to 25 pounds may be required and the need to sit and work at a computer for long periods of time. May be required to sit and write on multi-part NCR forms or key/mouse on a computer keyboard for long periods of time. Some bending, stooping, and/or squatting may be required. While performing assigned duties, the employee is exposed to weather conditions prevalent at the time. The noise and traffic level in the work environment are similar to a busy business office. Reasonable accommodation requests will be considered during pre-employment testing period and after employment when requested, medically documented, and determined by the court to be appropriate under applicable law.

Recruitment Process

To be considered for this position, job applicants are required to complete an official court application and the supplemental application. The application and supplemental application must both be signed and dated. **The supplemental application is attached to this job announcement.** An application screening committee will review application packets. Applicants who are successful in the application packet-screening phase will move on to the interview phase. A panel will conduct a structured oral interview. The panel will review and the degree to which each applicant demonstrates the required knowledge, skills, and abilities.

Eligible job applicants will be notified by phone or letter of the date and location prior to scheduling for the examination.

Official application forms and this announcement are available on the court's Web site, www.solano.courts.ca.gov/employment or application forms requested by e-mail at CourtHR@solano.courts.ca.gov or by calling 707-207-7471. Applications must be returned by e-mail to CourtHR@solano.courts.ca.gov or by mailing to Superior Court, PO Box 2465, Fairfield CA 94533 **and must be received by noon on October 30, 2020.** Faxes are not accepted.

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Supplemental Application

for

Supervising Courtroom Clerk

(Recruitment #2020-09)

INFORMATION AND INSTRUCTIONS

To acquire knowledge of your education, experience and training, the first phase of the selection process for this position will be a review of your application and supplemental application. The information you provide on the court's official application and supplemental application will be used to evaluate your overall qualifications for this position. Based on the results of this evaluation process, candidates will be invited to participate in the interview.

Using this supplemental application, you are required to describe your training and experience that qualify you for this position. You are to provide explicit, but concise, statements in response to each section. It is your responsibility to ensure that information you deem important to your candidacy is included in your responses. **Your response to each question is limited to one page.** In responding to each question, describe ***your own experience***. Do not list the functions of the unit in which your position was located. Do not list the responsibilities of the person to whom you reported. If you have assisted your supervisor or a lead staff person in carrying out functions or responsibilities, clarify how you assisted, and define the degree of authority you exercised.

Both the official court application and the supplemental application must be typed or legibly printed. **Résumés or referrals to a résumé in lieu of a response on this questionnaire are not acceptable.** Applicants submitting illegible or incomplete application packets will be disqualified from consideration.

CERTIFICATION

I certify that all statements made in this supplemental application were written by me are true and complete, and I understand that any misstatement of material fact(s) will subject me to disqualification.

Applicant Signature: _____ **Date:** _____

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1. Please provide a brief description of your education and work experience that is relevant to the position for which you are applying. **(Be specific in describing your duties and the length of time you carried out these functions. Limit your response to this question to one page.)**

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2. Please describe what you consider the most important task you perform in your current position. Why is it important? How might this experience benefit you as the Supervising Courtroom Clerk? **(Limit your response to this question to one page.)**

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3. Please list all computer hardware and software with which you are familiar. Using a rating scale of “beginning, intermediate, or advanced”, describe your level of skill in operating computers and related software (i.e. Microsoft Word, Excel, WordPerfect, etc.) **(Limit your response to this question to one page.)**