

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

**Lead Legal Process Clerk  
COURT RECRUITMENT # 2022-08**

**Salary: \$49,506 – \$60,174 annually**

**CLOSING DATE: June 3, 2022 at noon**

**Job Definition** – There is one vacancy for the Civil Division

Under supervision of the Supervising Legal Process Clerk, the incumbent is responsible for performing a variety of difficult clerical work to process legal documents and transactions from court and to serve as a lead worker in a division of the Court. The incumbent regularly assists in the supervision and operation of a work unit by providing work direction, reviewing work, and training other staff in the unit. Incumbents in this class have a high level of independence and technical decision-making in their daily work. This position is regular, full-time and non-exempt from the Fair Labor Standards Act.

**Essential Functions (Core Competencies) including, but not limited to:**

- Providing lead direction to assigned clerical staff.
- Organizing, scheduling, assigning and reviewing works of others.
- Developing and overseeing training plans for new and existing staff.
- Setting priorities, monitoring workflow and maintaining the accuracy, completeness and timeliness of work products of others.
- Assisting in developing procedural and training manuals within the unit.
- May participate in preparing performance appraisals and recommendations for disciplinary actions.
- Performing the most complex work requiring a detailed understanding of overall court functions and procedures.
- Serving as a liaison to other court departments, outside agencies, and the public regarding the work of the unit.
- Exceptional communication abilities (oral and written).
- Attention to detail.
- Collecting, reviewing and preparing statistical reports.
- Proficiency in the following software programs (Microsoft Word or WordPerfect, Excel, Microsoft Outlook, etc.)
- Performing 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. 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.

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

Knowledge of:

- Court procedures and practices.
- Court documents and their use.
- Legal terminology.
- Document processing through administrative departments.
- Cash handling procedures.

Ability to:

- Give attention to detail.
- Use exceptional communication abilities (oral and written) with members of the public, coworkers and judicial officers.
- Maintain confidentiality of information.
- Modern office equipment, which may include computer, computer programs, fax, copier, etc.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships.
- Accept guidance by technical standards and policies.
- Read and interpret applicable statutes, regulations, and rules.
- Exercise sound independent judgment within general policy guidelines.
- Exercise tact and diplomacy in working with subordinate staff and/or the public.
- Organize and manage multiple priorities.
- Work cooperatively with other staff, supervisors, managers, bench officers and other justice partners.

## **Educational and Work Experience Requirements**

Any combination of education and experience that could likely provide the required knowledge, skills and abilities is qualifying.

Education equivalent to high school graduation or GED and work experience of two (2) years of legal clerical work, one year of which was equivalent to the class of Court Legal Process Clerk II; or a combination of education and experience which has provided the required knowledge and skills.

## **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. 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

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### **Recruitment Process**

To be considered for this position, job applicants are required to complete an official court application and a supplemental application and are required to sign and date both documents. **The supplemental application is attached to this job announcement.** 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 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. An unranked eligible list may be promulgated and may be referred to in filling future vacancies, up to six months after completion of this recruitment process. The court reserves the right to re-recruit rather than select individuals from the unranked eligible list. Reference and background checks are required.

Official application forms are available on the court's Intranet site. Completed application packets may be e-mailed to [CourtHR@solano.courts.ca.gov](mailto:CourtHR@solano.courts.ca.gov) **and must be received** by noon on closing date of this recruitment.