

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

**Supervising Legal Process Clerk  
COURT RECRUITMENT # 2022-09**

**Salary: \$62,839 – \$76,381 annually**

**CLOSING DATE: June 3, 2022**

**Job Definition**

Under supervision of the Manager, the incumbent is responsible for supervising, training and evaluating the work of subordinate clerical staff. This position is regular, full-time and non-exempt from the Fair Labor Standards Act. **The current vacancy is in the Family Law Division.**

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

- Supervising and evaluating the work of subordinate staff;
- Developing and overseeing training plans for new and existing staff;
- Monitoring progress of trainees and providing regular oral or written feedback;
- Maintaining quality control of work performed by employees within the unit;
- Assisting with developing procedural and training manuals within the unit;
- Using exceptional communication abilities (oral and written);
- Maintaining confidentiality of information;
- Exercising tact and diplomacy in working with judges, subordinate staff and/or the public;
- Collecting, reviewing and preparing statistical reports;
- Monitoring and evaluating work product of subordinate clerical staff;
- Preparing, discussing and monitoring work improvement plans;
- Scheduling and assigning work;
- Recommending disciplinary action, when necessary;
- Verifying and approving daily cash receipts and associated reports;
- Reviewing and approving or denying absence and leave requests of subordinate clerical staff;
- Proficiency in the following software programs (Microsoft Word or WordPerfect, Excel, Microsoft Outlook, etc.); and
- Performing other related work as required by business needs.

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 the pre-employment testing period and after employment when requested, medically documented, and determined by the court to be appropriate under applicable law.

# ***Superior Court of California, County of Solano***

**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;
- Modern office equipment including computer, software, fax and copier; and
- Cash handling procedures.

Ability to:

- Work with others;
- Use attention to detail in all functions;
- 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.
- Organize and manage multiple priorities.
- Perform work that is assigned, scheduled and prioritized by others.
- Work cooperatively with other 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;
- Three (3) years of increasingly responsible full-time clerical work in a court directly related to the area of assignment and which demonstrates competency.

## **Desirable Qualifications**

- Recent supervisory experience.

## **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 require 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. 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 the pre-employment testing period and after employment when requested, medically documented, and determined by the court to be appropriate under applicable law.

# ***Superior Court of California, County of Solano***

## **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.** 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 of subject-matter-experts (SMEs) 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.

The official application form is available on the HR page of the Intranet. Applications must be returned by e-mail to [CourtHR@solano.courts.ca.gov](mailto:CourtHR@solano.courts.ca.gov) **and must be received** by noon on the final filing date.