



Superior Court of California County of Humboldt

*Human Resources Department
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ELIGIBILITY LIST

COURT LEGAL PROCESS CLERK I & II

(Full-time is 40.0 hours per week)

Salary Range LPC I \$13.07 to \$15.95 /hour plus a generous benefit package

Salary Range LPC II \$14.66 to \$17.89 /hour plus a generous benefit package

EOE/ADA

Final filing date: Continuous Recruitment

Position Summary

The Legal Process Clerk series are hourly, represented positions under direct supervision. The incumbent learns general office knowledge specific to court operations, policies and procedures.

DISTINGUISHING CHARACTERISTICS

Legal Process Clerk I is distinguished from a Legal Process Clerk II in that a Legal Process Clerk I is the entry level in the Legal Process Clerk series; initially under close supervision, an incumbent in this class learns general office duties and specific court policies and procedures. This entry level classification is alternately staffed with the Legal Process Clerk II. An incumbent in this entry level classification may advance to a higher classification after gaining experience and demonstrating proficiency which meets the higher qualification of the Legal Process Clerk II.

Legal Process Clerk II is distinguished from a Legal Process Clerk I in that a Legal Process Clerk II is the journey level classification of this series. An incumbent in this classification is fully competent to independently perform a variety of complex and detailed office and court support duties with minimum supervision and to exercise sound judgement in applying legal codes, court procedures and policies.

Desirable Qualifications

Knowledge, Skills, and Abilities: General educational development at a level typically associated with completion of a general high school curriculum; basic clerical skills and knowledge of court and legal processes such as:

Knowledge of:

- Court office procedures, codes, processes and terminology;
- Basic business data processing principles and the use of word processing or personal computing equipment;
- Principles and techniques for dealing with the public, often when relations may be strained;
- Business letter writing and the standard formats for typed materials;
- Correct English usage, including grammar, spelling and punctuation; and
- Business arithmetic.

Skilled in:

- Explaining and applying a variety of legal terminology and concepts and technical Court procedures related to office support work;
- Organizing and maintaining accurate files and records;
- Performing detailed office support accurately;
- Prioritizing work and coordination of several activities;
- Operating standard office equipment, including a word processor and/or a personal or on-line computer; and
- Making accurate arithmetic calculations.

Experience and Education:

Equivalent to the completion of a general high school curriculum, including the use of standard office equipment and a working knowledge of computer software systems.

Other Requirements

- Typing accurately at an appropriate rate per minute to produce final documents;
- Enter information into a computer system in a timely manner (suggested minimum of 40 WPM);
- Possession of a valid California driver's license; and
- Completion of a detailed background and/or criminal history check.

Employment Eligibility

It is the Court's intention to hire only those workers who are authorized to work in the United States, pursuant to the Immigration Act of 1990. If you are offered employment you will be required to verify your eligibility to work in the United States. The Superior Court of California, County of Humboldt encourages applications from all persons regardless of their race, color, sex, religion, age, national origin, ancestry, physical, or mental disability, medical condition or marital status. Disabled persons are encouraged to apply for all positions with the Superior Court of California, County of Humboldt. Reasonable accommodation may be made for the interview or testing process as well as the work site.

Policy of Nondiscrimination

Superior Court of California, County of Humboldt does not discriminate on the basis of mental or physical disability in the admission or access to, or treatment or employment in, its programs or activities. The Court offices are wheelchair-accessible by entering the Courthouse from 4th or 5th Street and taking the elevator. Special interview arrangements may be made to accommodate disabilities or religious convictions.

Benefit Package includes:

- Sick Leave - 12 days annually
- Family Sick Leave - 5 days annually
- Bereavement Leave - 5 days per event
- Vacation - begins with 2 weeks/yr. & increases with longevity
- Paid Holidays - 13 + 2 personal holidays
- Choice of 6 PERS Health Ins. Plans
- Dental & Vision Plans
- Life Insurance provided by employer (\$25,000.)
- 457 Deferred Compensation Plan available
- Membership in Public Employee's Retirement System (2.0% @ 62yrs; Employee contribution is 6.25% of salary as pre-tax dollars)
- Flexible Spending Account (FSA) available

How to apply for the position:

A job application must be completed. A job application may be obtained by contacting the Superior Court of California, County of Humboldt, Human Resources Department, 825 Fifth Street, 3rd floor, Room #301, Eureka, CA 95501: in person, by e-mail request at HR@humboldtcourt.ca.gov, on our website at www.humboldt.courts.ca.gov. It is important your application show all of your relevant experience and education. Be sure to fill out all the information requested in the application. A resume will not take the place of the application. The application must be signed and dated.