



SUPERIOR COURT OF CALIFORNIA, COUNTY OF LASSEN IS NOW ACCEPTING APPLICATIONS FOR:

Court Clerk I/II

Full Time

\$20.69 - \$27.72 per hour DOE

Application Deadline:

Continuous Until Filled



CAREER OPPORTUNITY:

The Superior Court of California, County of Lassen is now accepting applications for a full-time Court Clerk. The Court Clerk Series ranges from Court Clerk I, an entry level classification, up to Court Clerk IV, an advanced journey classification. Position placement and salary will be determined based on experience.

This position is responsible for performing a wide variety of tasks associated with legal processing, courtroom activities, judicial support duties, and maintenance of court records. In this role, incumbents are expected to cross train in all court services divisions and functions as a positive and cooperative team member.

Incumbents work under general supervision to perform duties that are well-defined and in accordance with policies and procedures. Incumbents must maintain confidentiality and must use sound judgment in performing duties.

The successful candidate will be expected to complete assignments with efficiency and accuracy to include: receiving and examining legal documents, preparing and maintaining court documents and exhibits, filing legal documents and related case materials, attending court sessions, recording and transcribing minutes, preparing official records of court proceedings, recording judicial decisions, verdicts, and judgments, completing and processing court appeal documents, providing procedural information, preparing and issuing legal orders, recalling warrants, preparing DMV abstracts, exonerating bail, preparing judgments, sealing, scanning and destroying cases in accordance with established codes and court procedures, accepting and receipting fines and fees, maintaining a balanced cash drawer, maintaining a variety of statistical, legal, and court records, retrieving and preparing records for retention and destruction, operating microfilm equipment, scanners, computers, and other equipment as needed, receiving, sorting, distributing, and transporting mail and files, preparing court calendars, impaneling and polling jurors, as well as other duties as assigned.

Progression through the series includes additional roles and responsibilities in training and supervision.

OUR MISSION:

The Lassen Superior Court shall resolve disputes arising under the law and shall apply the rule of law in a fair, equal, and consistent manner in its role to uphold justice and protect the rights and liberties of its citizens. The employees of the court shall endeavor at all times to provide service in an efficient, timely, and understandable manner with integrity and professionalism. The Court shall promote public confidence and provide user-friendly, customer-oriented services to ensure equal and fair access to justice. All persons shall be treated with respect and dignity in a safe and secure environment.

LASSEN COUNTY

The County of Lassen (population of approximately 30,348) was incorporated in 1864 following the conclusion of the two-day conflict known as the “Sagebrush War” that began in February of 1863. In the 1880s several small towns began to pop up in support of miners hailing to California in search of the glory of the Gold Rush. The county includes the cities of Susanville, Westwood, Herlong, and Bieber among others, and offers tremendous opportunities for recreational adventures boasting more than 122 lakes and several hiking trails. With a portion of Lassen National Park located in the western corner of the county there are endless ways to enjoy the outdoors and plenty of land for rural life to flourish.



ABOUT THE COURT AND LASSEN COUNTY

The Court has two judges and one commissioner and operates in the Hall of Justice, which was constructed between 2011 to 2012. The Hall of Justice was opened to the public in May of 2012. The Court is one of 58 subdivisions of the California trial courts and sits at the Lassen County seat of government in the City of Susanville. The Court employs approximately 23 staff including full-time, part-time and contract workers. The Court utilizes a single case management system for all case types and submits data electronically to DMV, DOJ and JBSIS. For additional information about the Court, visit the Court website at www.Lassen.Courts.CA.gov



APPLICATION PROCESS

Applicants may apply online or by submitting a hard copy employment application to the Administrative Department at the address below. Incomplete applications will not be accepted. Electronic submittals are preferred.

*Superior Court of California County of Lassen
Attention: Administrative Department
2610 Riverside Drive
Susanville, CA 96130*

SELECTION PROCESS

The selection process is confidential. Applications received before the deadline will be evaluated to determine if the candidate meets the minimum qualifications. The Court will only interview the candidates that best meet the needs of the Court. Successful candidates may be asked to return for a second interview. Offers of employment are conditional upon successful completion of a pre-employment live scan clearance and drug screen.

**Application Deadline:
Continuous Until Filled**

The Superior Court of California, County of Lassen is an equal opportunity employer. If you possess any disabling limitation that would require test/interview accommodation, please inform the Administrative Department upon submittal of the application. Medical disability verification may be required prior to accommodation.

BENEFITS

Full-time employees are eligible to enroll in the following offerings:

- Health Insurance
- Dental Insurance
- Vision Insurance
- Retirement Savings Accounts
- Health Savings Account

Note: This is not an exhaustive list of available benefits.

Leave Accruals

Sick: 15 sick days per year with no cap on accumulation.

Vacation: 12 days first year of employment with up to 20 days per year based upon length of service.

Holidays: 14 paid holidays per year and 4 personal holidays.

MINIMUM QUALIFICATIONS:

A typical way to obtain the required knowledge and abilities would be an educational level equivalent to a high school diploma or GED. One year of clerical experience is desired, but not required.



THE SUPERIOR COURT OF CALIFORNIA, COUNTY OF LASSEN IS AN EQUAL OPPORTUNITY EMPLOYER.