



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

Records Clerk

Full Time

\$20.69 - \$25.15 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 Records Clerk.

This position is responsible for performing a wide variety of tasks associated with maintaining court records including, but not limited to, record retrieval, preparation of records for retention and destruction, compiling and maintaining records inventory and retention schedules, compiling and preparing reports, and responding to records requests received both in person and electronically.

This is a full-time entry level position, which requires the incumbent to perform the functions of records retention and destruction within defined guidelines and procedures demonstrating organizational skills, the ability to produce quality work within established timelines and a positive customer service orientation. As tasks are learned, direct supervision decreases and the incumbent is expected to perform at an entry level and demonstrate proficiency in their assignments.

The successful candidate will be expected to complete assignments with efficiency and accuracy to include: operating office equipment including telephones, computers, copy machines, scanners, microfilm, and postage equipment, retrieving and delivering court records and documents, traveling back and forth from court building to off-site file storage unit to store and retrieve archived files and documents, responding to records requests in a timely, efficient and professional manner, as well as other duties as assigned.

Incumbents in this role may be expected to lift, carry, and shelve boxes and/or files and buckets weighing up to 25-50 pounds.

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.