



## **EMPLOYMENT OPPORTUNITY**

**JOB TITLE: Court Clerk I**

**ELIGIBILITY LIST**

**SALARY RANGE: \$18.98-\$23.06 per hour**

(In addition, the Court offers a substantial benefit package.)

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The Superior Court of California, County of Siskiyou is accepting applications for an eligibility list of qualified candidates to fill empty or vacant Court Clerk positions. The Court Clerk I level is a non-supervisory entry-level position and is the first working level in the Court Clerk series.

### **THE COURT MISSION:**

The mission of the Siskiyou County Superior Court is to provide a neutral forum for timely resolution of disputes according to law.

### **COURT CLERK RESPONSIBILITIES CAN INCLUDE:**

- Receive and process documents for different case types, such as criminal, traffic, civil, small claims, family law, probate and juvenile cases insuring sufficiency, completeness, conformity and/or validity before acceptance for action by the Superior Court.
- Provides appropriate information in response to questions, in person and/or over the telephone, regarding case status, fines, processes, and court appearances. Evaluate circumstances and/or problems and direct people to appropriate offices.
- Answer questions both in person and over the telephone regarding case status, fines, processes, court appearances, use of court forms, document filing procedures and assist in locating material and information relative to their needs.
- Enters, verifies, retrieves, corrects, and updates information in the automated case management system. Prepares required legal papers and records for court sessions. Record and prepare court minutes, notices of hearings, correspondence and forms, which includes sending to appropriate parties, agencies, or representatives. Maintains and updates a variety of court records, files, calendars, databases, and statistical reporting information.
- May prepare abstracts of proceedings, judgments, orders, and notices of entry. Issues summons, subpoenas, bench warrants, writs, citations, letters, and abstracts of judgment.
- Determines, collects, and records legal filing fees and maintains records of all charges, deposits, collections, distributions, and refunds. Balance and deposit all monies collected. Monitors the collection of delinquent and current accounts.

- Performs a variety of jury processing and data work; may establish jury pools; prepares jury affidavits; impanels jurors and administers oaths; swears in jurors, witnesses, and grand jury members. Reads charges of indictments and records pleas.
- May arrange for interpreters and pro-tem judges; schedules and calendars proceedings when in court; coordinates court space and staff requirements.
- Monitors cases on appeal and prepares appropriate transcripts for Appellate Court.
- Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

A corrected keyboarding/typing speed of 40 wpm is a requirement for the Court Clerk I position. **A current keyboarding(typing) certificate is required with a corrected speed of 40 words per minute or more and should accompany your application. Keyboarding(typing) certificates can be obtained online from a variety of different websites.**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain this knowledge is:

**Court Clerk I:** Two years of experience performing clerical work with extensive public contact, or any combination of training and experience that would likely provide the required knowledge and abilities.

**APPLICATION AND SELECTION PROCEDURE:**

The Superior Court of California, County of Siskiyou is an Equal Opportunity Employer. Arrangements can be made for those applicants that may require accommodation. The Court Application is available on our website at: <https://www.siskiyou.courts.ca.gov/general-information/employment> or you may pick one up in person at the Siskiyou County Superior Court, 411 Fourth Street, Yreka, CA 96097. Candidates must complete and submit the application form either by mailing it to the address listed below, or by dropping off your application in a sealed envelope to the Court at the address listed below, or by submitting the application online via email. A current keyboarding(typing) certificate should accompany your application, and if desired you may attach a resume and cover letter that sets forth your reasons for interest in this position, if submitting via email, you can attach these when submitting your application. A committee will review applications as they come in and qualified candidates will be placed on our eligibility list for any future empty or vacant Court Clerk positions. Incomplete applications will not be processed. Resumes or cover letters are not accepted in lieu of a completed application. **It is not acceptable to complete the application with statements such as "see resume" or "see attached."**

**Submit application and additional documents to:**

Superior Court of California  
County of Siskiyou  
Human Resources  
411 Fourth Street  
Yreka, CA 96097

or to [Personnel@siskiyou.courts.ca.gov](mailto:Personnel@siskiyou.courts.ca.gov)