



## **SUPERIOR COURT OF CALIFORNIA COUNTY OF YUBA**

*An Equal Opportunity Employer*

### **COURT CLERK I (entry level) & COURT CLERK II (journey level)**

**Note: If an applicant meets the requirements, he/she may be hired directly into a Court Clerk II position.**

**FINAL FILING DATE: Open until a sufficient number of qualified applications have been received.**

\*\*\* This job announcement supersedes any previous job announcement(s) for this class series. \*\*\*

#### **THE COUNTY/COURT:**

Yuba County is located in the Northern Sacramento Valley, approximately 40 miles north of the State Capitol, Sacramento. Its boundaries stretch from the farms and orchards of the valley to the timberlands of the Sierras. With an estimated population of over 64,000, Yuba County offers its residents the many advantages of a rural lifestyle, away from the pressures of the urban areas.

The County's rivers, lakes, and outdoor recreation areas provide excellent hunting, fishing, boating, and skiing opportunities. Only two hours away from San Francisco and Lake Tahoe, Yuba County is also the gateway to the historic Mother Lode Country. Yuba County has good schools and a modern Community College. The California State Universities at Chico and Sacramento and the University of California at Davis are only an hour away.

The Superior Court of California, County of Yuba is a unified court with five judges, one part-time commissioner, and 50+ employees.

#### **MINIMUM QUALIFICATIONS:**

<b>Education:</b>	Graduation from high school or equivalent.
<b>Experience:</b>	One year of general clerical/office assistant experience (knowledge of legal terminology preferred). Note: An AA degree may be substituted for one year of work experience.
<b>Certifications:</b>	Typing at a corrected rate of 40 wpm ( <b>a current (within 1 year) valid certificate must be submitted with the employment application – online certificates are not accepted</b> ).
<b>Eligibility:</b>	Must be US citizen or possess valid work permit issued by US Government.
<b>Background check:</b>	Successful applicants must pass a background check, a drug screening, and must be bondable.
<b>Language Requirement:</b>	Must be able to read, write, understand and speak English at the 12 <sup>th</sup> grade level; fluency in a language other than English may be an asset.

#### **EXAMPLES OF ESSENTIAL DUTIES:**

At the entry level, a COURT CLERK I is expected to perform tasks of moderate difficulty under supervision. As proficiency increases, more independent job duties are assigned. If a COURT CLERK I progresses as anticipated and is retained beyond the probationary period, advancement to COURT CLERK II usually occurs after one year.

A COURT CLERK II performs additional duties including courtroom tasks such as taking minutes, preparing accurate records, working with judges, bailiffs and other court staff and other duties as required.

#### **PAY BENEFITS AND WORKING CONDITIONS:**

<b>Salary:</b>	COURT CLERK I - \$20.58 to \$25.03 COURT CLERK II - \$22.66 to \$27.56	<b>NOTE:</b> Based on prior court service, new hires may start above the entry level.
<b>Education Differential:</b>	COURT CLERK I - \$0.41 to \$0.82 COURT CLERK II - \$0.45 to \$0.91	<b>NOTE:</b> Amount received is based off degree held.
<b>Bilingual Pay:</b>	COURT CLERK I/II - \$10.00	<b>NOTE:</b> You must pass a qualifying language test. Additional pay is only for hours the skill is utilized.
<b>Prior Court Service Credit:</b>	The court will recognize and credit new employees who have worked for another California trial court.	
<b>Longevity Pay:</b>	See court website for longevity table.	
<b>Vacation:</b>	New employees earn vacation at the rate of 12 days a year, which increases to a maximum of 27 days per year after 20 years of service.	
<b>Holidays:</b>	17 per year, 3 of which are floating holidays.	
<b>Health Plan:</b>	Covers employee, dependent coverage available at employee cost.	Plans include medical, dental, vision, and expansive counseling services.
<b>Deferred Comp:</b>	Optional deferred compensation plan available.	
<b>SDI:</b>	Court employees are covered by SDI.	
<b>Pension:</b>	Full time regular court employees are members of the California Public Employees Retirement System (CalPERS) providing a competitive retirement plan.	
<b>Worksite:</b>	Yuba County Courthouse, 215 Fifth Street, Suite 200, Marysville, California 95901.	
<b>Work Hours:</b>	Monday through Friday, 8:00 a.m. to 5:00 p.m. with one hour for lunch.	
<b>Flexible Work Schedule:</b>	New employees with legitimate circumstances may be eligible to request flex time to begin their work day between 7:45 a.m. and 8:15 a.m. and end their work day between 4:45 p.m. and 5:15 p.m.	

## HOW TO APPLY:

Application forms are available on the website or from the Court. **Submit: (1) original, completed and signed application [mandatory]; (2) 40-wpm (net) current (within 1 year) in person typing certificate [mandatory]; (3) résumé [optional], (4) cover letter [optional] to:**

**HUMAN RESOURCES DIVISION  
SUPERIOR COURT OF CALIFORNIA, COUNTY OF YUBA  
215 Fifth Street, Suite 200, Marysville, CA 95901  
(530) 740-1870  
Fax: (530) 740-1871  
[www.yuba.courts.ca.gov](http://www.yuba.courts.ca.gov)**

**The following will be rejected: Applications received without a current (within 1 year) typing certificate.**

**FINAL FILING DATE : Open until a sufficient number of qualified applications have been received.**

## THE SELECTION PROCESS:

**(Punctuality, accuracy and reliability are absolute requirements for this position.)**

All applications will be carefully reviewed and evaluated based on the job requirements. Depending upon the number of applications received, the selection process **may** consist of: (1) application review, (2) supplemental appraisal review, (3) skills test, (4) written examination, (5) oral interview, or (6) any combination of these. The completed application and typing certificate are part of the testing process. Misstatements or omissions on the application or certificate may result in loss of employment.

If you believe you have a disability that would make it difficult to participate in any portion of the recruitment process and would require reasonable accommodation, contact the Human Resources Division of Superior Court of California County of Yuba.

*The Court hires without regard to age, religious preference, race, creed, national origin, gender, and marital status. Existing medical and/or physical disabilities will be evaluated based upon the ability to perform the minimum requirements of the position.*