



# *Superior Court of California*

## *County of San Francisco*

Administrative Office, 400 McAllister Street, Room 205, San Francisco, CA 94102

## **EMPLOYMENT OPPORTUNITY**

### **COURTROOM CLERK**

(Deputy Court Clerk III, Class Code 430C)

The Superior Court of California, County of San Francisco (the Court), invites applications from qualified individuals interested in performing a wide scope of Courtroom Clerk duties in a designated courtroom of the Court; attending court sessions and preparing records of court proceedings in conformance with statutes, policies, and the direction of the Judge; swearing in witnesses and juries; maintaining exhibits offered in evidence; providing lead direction and training for other court services support staff, as assigned; performing a wide variety of the most complex court support work for the Court, including legal document processing, public counter work, data entry, jury support and other court specific functions; and performing other job-related duties as required.

This selection process is being conducted in accordance with San Francisco Superior Court Personnel Rule 4. An eligibility list will not be established.

**FINAL FILING DATE:** 12:00PM, July 19, 2024

**COMPENSATION:** \$3,329.55 to \$4,046.66 biweekly (\$86,568 to \$105,213 annually)

The Court offers a generous benefits package including a variety of health and dental insurance plans, a contributory retirement plan, a deferred compensation savings program, paid vacation, sick leave, floating holidays and holiday pay.

### **POSITION OVERVIEW**

Serves as courtroom clerk to a judicial officer in the preparation and execution of daily court calendars and/or matters in trials; attends court to record "rough" minutes and administer oaths; records, files, and maintains custody of trial exhibits; prepares minute orders, legal notices, court decisions and other legal documents; and performs other job-related duties as required. Some positions may perform lead responsibilities, provide lead direction, coordinate work, and guide assigned staff. However, almost all the positions are courtroom clerks, and all persons appointed must be able to serve as a courtroom clerk.

Work is performed in an office and courtroom environment; continuous contact with judicial officers, executive management, attorneys, litigants, other staff and the public.

Typical Physical Requirements: Sit for extended periods; frequently stand and walk; use fine hand manipulation; often bend, stoop and reach; lift and move objects weighing up to 25 lbs.; and use office equipment, including computer, telephone, calculator, and copiers. Due to work in the courtroom, incumbents must have corrected hearing and vision to normal range and verbal communication skills.

### **REQUIRED QUALIFICATIONS**

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

Three (3) or more years of increasingly responsible full-time work experience performing a variety of court support assignments, requiring substantial knowledge of court processes and legal documents and the ability to apply rules and procedures pertaining to court actions.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge of:

- Legal procedures and documents used in court cases, including statutory filing requirements for documents.
- Legal terminology.
- California statutes related to court procedures such as the Code of Civil Procedure, Penal Code, Vehicle Code, Probate Code, Family Code, Welfare and Institution Code, Rules of Court and related statutes.
- Public and community relations.
- Professional customer service techniques.
- Filing and information retrieval systems.
- Legal clerical practices and procedures.
- Personal computers and software applications related to court support work.
- Proper English grammar, spelling and usage.

#### Ability to:

- Perform the full scope of courtroom clerk duties, including clerical and support work for a judicial officer, using independent judgment and requiring speed and accuracy.
- Research, understand, interpret, explain and utilize California statutes related to court procedures.
- Review legal documents for correctness of form, completeness of information, and conformance with established requirements.
- Work with considerable initiative and independence while exercising good judgment in recognizing scope of authority.
- Prepare and maintain court calendars.
- Explain laws, regulations, and procedures regarding completion and filing of legal documents.

- Prepare clear, concise and accurate records and reports.
- Use a personal computer and appropriate software for word processing, record keeping, and Court support functions.
- Type at a speed or use a keyboard at a rate of 35 words per minute and prepare materials with reasonable accuracy.
- Establish and maintain effective working relationships with others.
- Effectively represent the Superior Court of California, County of San Francisco, in contacts with the public and representatives of other government agencies.
- Maintain confidential information when required by legal or ethical standards.
- Remain calm under pressure and manage stress effectively in handling the demanding and sometimes emotionally charged nature of court proceedings.
- Maintain a professional demeanor, including punctuality, reliability, and respect for all individuals involved in court proceedings that reflects positively on the Court and its operations.
- Effectively manage time. Prioritize tasks, meet deadlines, and maintain courtroom schedules and calendars.
- Collaborate and cooperate with other court staff, attorneys, Justice Partners, and leadership with a supportive attitude to ensure smooth operations.
- Adhere to ethical standards and personal integrity to maintain confidentiality, impartiality and fairness in court operations.
- Effectively, efficiently, and ethically advance the mission of the Court.

### **HOW TO APPLY**

Interested individuals must apply online and include a valid email address where the applicant can receive future correspondence regarding the position. Applicants must submit ALL the following items:

- Superior Court of California, County of San Francisco, online employment application (fully completed). The link to the online application is available on the Court's website at <https://sf.courts.ca.gov/general-information/human-resourcesemployment>.
- Resume.
- Statement of qualifications, limited to one page, only explaining why the applicant is interested in the position and qualified to perform the duties described herein. This one-page statement should succinctly describe the relative education and experience that is applicable to this position.

The preparation of the online application, including the resume and statement of qualifications, is very important to the selection process. It is recommended that applicants review the information in this announcement and on the application very carefully. Once the application has been submitted, it cannot be corrected, changed or resubmitted. **All applications must be submitted by the final filing date and time indicated in this announcement.**

Applicants will be required to respond to four questions when completing the online application. Responses to each question will be limited to 4,000 characters, approximately the equivalent of what would fit on one 8 ½ x 11 page—even though the system allows space for a longer response. Any responses that surpass the limit on characters will be truncated prior to being reviewed. Applicants are encouraged to draft responses to the four questions within the character limit prior to beginning the online application process. The four questions on the online application will be:

- (1) Describe your work experience that best demonstrates that you have three or more years of increasingly responsible full-time experience performing a variety of court support assignments, requiring substantial knowledge of court processes and legal documents and the ability to apply rules and procedures pertaining to court actions.
- (2) Describe what you consider to be the most important tasks that you perform in your current position. Why is it important? How might this experience benefit you as a courtroom clerk?
- (3) Often, courtroom clerks are expected to perform many tasks at the same time within a set time frame for different persons, both during and in between court sessions. Please specify one personal example from your work experience that would indicate your ability and how you think you could use it as a courtroom clerk.
- (4) Applicants for courtroom clerk are competing against one another for very few job openings that may make the competition intense. Describe what you believe makes you one of the top ten applicants for this position.

## **SELECTION PROCESS**

### **Initial Screening**

Complete application packages received by the final filing date and time will be evaluated to determine if the applicants meet the minimum qualifications. The Court will further evaluate these documents and may interview only those applicants it deems may best meet the needs of the Court. Not all applicants will receive an interview.

### **Oral Interview & Skills Exercise**

If necessary, selected applicants may be interviewed to determine their relative knowledge, abilities, and skill levels in job related areas. Applicants may also be required to participate in a skills exercise related to job factors. If interviews and the skills exercise are scheduled, it is anticipated that they will be conducted in July/August 2024.

Qualified applicants with disabilities requiring reasonable accommodation to participate in the selection process should complete the relevant section of the employment application.

## **OTHER APPOINTMENT INFORMATION**

Employment is subject to security clearance. Any false statement or omission of material fact may cause forfeiture of employment. Information presented on employment applications, resumes, and attachments, and during the selection process is subject to verification. Employees are prohibited from engaging in activities which conflict with the interests of the Superior Court of California, County of San Francisco.

Immigration laws require that all employees hired after November 6, 1986, must provide proof of work eligibility. At the time of appointment to a position, all applicants must possess a valid Social Security number, and will be required to present original documents which verify citizenship or legal alien status as well as identity (such as a social security card and driver's license, or a green card and a driver's license, or a valid U.S. passport).

THE SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO, IS AN EQUAL OPPORTUNITY EMPLOYER. APPLICANTS SHALL NOT BE FAVORED OR DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, ANCESTRY, CITIZENSHIP, AGE, MARITAL STATUS, PHYSICAL DISABILITY, MENTAL DISABILITY, MEDICAL CONDITION, SEXUAL ORIENTATION, GENETIC INFORMATION, UNION ACTIVITY, POLITICAL AFFILIATION, OR OTHER NON-MERIT FACTOR.

*For questions on the above information, contact the Human Resources Office of the Superior Court of California, County of San Francisco, (415) 551-0381.*

*This announcement and the online application are available at <https://sf.courts.ca.gov/general-information/human-resourcesemployment>.*