



## **Alpine County Superior Court**

**14777 State Route 89**

**Markleeville CA 96120**

**[www.alpine.courts.ca.gov](http://www.alpine.courts.ca.gov)**

### **SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALPINE**

**Invites applications for the position of:**

### **COURT CLERK I OR COURT CLERK II**

**Opening Date: April 9, 2025**

**Application Deadline Date: May 9, 2025**

**Compensation: Court Clerk I**

\$16.97 to \$20.63 hourly

\$2,943.00 to \$3,577.00 monthly

\$35,316.00 to \$42,927.00 annually

**Court Clerk II**

\$21.67 to \$26.34 hourly

\$3,756.00 to \$4,565.00 monthly

\$45,073.00 to \$54,787.00 annually

The Court offers a generous benefits package, including: two (2) weeks paid vacation per year accrued on a bi-weekly basis; twelve (12) days of sick leave per year, accrued bi-weekly; fourteen (14) fixed holidays; sixteen (16) hours of personal floating holidays, accrued annually at the first of each year; participation in the California Public Employees' Retirement System as defined under the Public Employee's Pension Reform Act of 2013; court sponsored health, dental and vision plan; court sponsored life insurance; and deferred compensation program.

#### **POSITION OVERVIEW:**

The Court Clerk I is the training and first working level of the Court Clerk classification series. Initially under direct supervision, incumbents learn to perform a wide variety of general court

support clerical work including, processing legal documents, entering citations in the computer systems, receiving and distributing mail, attending court proceedings, accurately recording minutes, and learning the necessary and appropriate legal terminology and procedures in support of the operational functions of the court. Incumbents who demonstrate adequate work proficiency, may eventually be tasked with answering and routing telephone calls, responding to public inquiries, and maintaining files and records. Incumbents are responsible for providing clerical and general administrative tasks in support of court operations.

The Court Clerk II is the journey level of the Court Clerk classification series. In addition to the duties of a Court Clerk I, incumbents, under general supervision, perform a wide range of administrative and case processing duties, such as, receiving, examining, filing, preparing a variety of legal documents, assisting the public at the counter and addressing all types of inquiries. Court Clerk II staff are responsible for receiving and directing incoming telephone calls as well as preparing, coordinating, and maintaining the traffic calendar. Incumbents serve as courtroom clerk, attending court sessions, and recording minutes of actions for all types of case proceedings. A Court Clerk II oversees asset and supply inventory as well as records management.

The Superior Court of Alpine County is a small sized court and positions are flexibly staffed. This class specification series represents the type and level of work performed recognizing that specific work assignments are based on the needs of the court and may vary from day to day.

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

***The duties listed are illustrative only and represent the core areas of responsibilities; specific position assignments will vary depending on business needs.***

- Prepares, sorts, distributes, date-stamps, routes and/or collects mail, forms, and/or other legal documents in accordance with established policies and procedures; copies and distributes requested materials from files.
- Performs a variety of office and court support work such as: prepares, maintains, updates, and files correspondence and documents. Maintains the case management database; generates reports as required.
- Assists in the preparation of hybrid and remote court hearings and proceedings, ensuring the court is set up appropriately for video conferencing platforms such as Zoom or Teams.
- Operates computers and office equipment; generates computer reports; maintains and retrieves archived records.
- Enters citations or other data in the court's case management systems and sends out notices as needed.
- Posts and/or accepts fines and fees; maintains and updates financial records.

**In addition to the above, duties for the Court Clerk II may include the following:**

- Receives and examines legal documents for accuracy, completeness and conformity to requirements; returns unacceptable documents; affixes seals and stamps to endorse, certify and file documents and records for court sessions.

- Prepares court calendars and schedules cases for hearings, distributes calendars and related case files for review.
- May perform varied fiscal tasks which include receiving, recording and issuing receipts for filing fees, bail, fines and forfeitures; balancing cash drawer at the end of the day.
- Advises attorneys, agencies, and the public on the status of cases; answers inquiries, explains filing processes, fees, fines, and a variety of policies, rules, procedures, and regulations.
- Arranges for bailiffs, court reporters, interpreters, pro-term judges and assigned judges.
- Performs a wide range of case processing functions.
- Prepares and maintains documents and exhibits, marks and takes custody of evidence, files legal documents and related case materials; retrieves and delivers files and documents to court or appropriate parties; maintains court records and files.
- Performs jury functions; impanels, polls, administers oath or affirmations, records challenges, to witnesses and jurors, checks in jurors and updates system(s); records and provides compensation due to jurors for jury service.
- Attends Court sessions; takes minutes of actions and proceedings; request clarifications of instructions and order of actions to properly note on the official court record.
- At the direction of a judge, prepares and issues legal documents in conformance with court orders, such as warrants, writs, subpoenas, and abstracts; recalls warrants, exonerates bail, prepares judgments, handles dismissals, and seals cases.
- Prepares documents related to the processing of appeals.
- Responsible for procurement and record management activities; maintains asset inventory.
- Assists in ADA coordination responsibilities.
- Assists in the tracking of court related programs as well as the preparation of State mandated statistical reporting requirements.

### **REQUIRED SKILLS AND ABILITIES:**

#### **Knowledge of:**

- Clerical practices and procedures.
- Legal concepts, terminology, principles, and procedures related to court processes and proceedings.
- Personal computers and standard software applications related to court support work.
- Basic filing and financial record keeping systems; basic accounting practices.
- Basic mathematics and cashiering.
- Legal and administrative office practices and procedures.
- Proper English grammar, spelling, and usage.

**Ability to:**

- Learn court policies, procedures, and terminology affecting assigned functions.
- Locate and understand statutes and instructions related to courtroom processes and proceedings.
- Learn programs, software, and other applications such as Office 365, or other systems used by the court.
- Learn court case management and accounting systems used and operated at the court and the Judicial Council.
- Work independently and follow management direction and instruction.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines while maintaining accuracy.
- Maintain confidentiality; use tact, discretion and courtesy in dealing with sensitive materials and situations.
- Establish and maintain effective working relationships with those contacted in the course of the work including other employees, court professionals, justice partners, and the public.
- Effectively represent the court in responding to inquiries, providing assistance, and dealing with concern from the public, community organizations, other County staff and agencies.
- Communicate effectively in English, verbally and in writing.
- Type at a speed of, or use a keyboard at the rate of, at least 35 words per minute and prepare materials with reasonable accuracy.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

The Superior Court of Alpine County is an equal opportunity employer. The Court will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Incumbents generally work in a typical office environment with adequate light and temperature. May occasionally exert up to 30 pounds of force, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Positions in this class typically require: sitting for extended periods of time, walking, reaching, standing, grasping, pushing, pulling, lifting, keyboarding, kneeling, crouching, stooping, seeing, hearing, talking, and repetitive motions.

Must be able to handle high stress situations satisfactorily and tolerate exposure to: evidence and testimony that may be disturbing such as photographs of murder scenes and victims; evidence that may include syringes, drugs, weapons and blood; defendants and witnesses who may potentially be verbally or physically abusive; allergens such as perfumes and dust; unpleasant odors, such as unwashed clothing and people; and chemicals offered into evidence.

**LICENSING AND CERTIFICATIONS:**

A valid California driver's license. Employees who are unable to operate a motor vehicle, due to a medically documented disability as defined by the Americans with Disabilities Act, must be

able to provide alternate forms of transportation, which may be required to perform job functions.

### **EDUCATION AND WORK EXPERIENCE REQUIREMENTS:**

Possession of a high school diploma, a GED equivalency certificate or a high school proficiency certificate.

AND

One (1) year of experience performing clerical and/or public contact duties or equivalent two years college.

*Any combination of additional education, training and experience which would likely provide the required knowledge and abilities is qualifying.*

### **OTHER INFORMATION:**

Please note: if you are selected for hire, verification of employment eligibility or authorization to work in the United States will be required.

The individual selected will be appointed at the level commensurate with his/her qualifications.

### **HOW TO APPLY:**

To ensure consideration of your application for the earliest round of interviews, please apply by May 9, 2025. This position requires the submission of our official application, a one-page narrative, and a resume.

To complete an online application, please go to [www.alpine.courts.ca.gov](http://www.alpine.courts.ca.gov)

The narrative must be limited to one page and succinctly describe the applicant's specific qualifications for the position. The resume should indicate each former position held and indicate the job title, name of the firm or agency, dates of employment, and a description of the duties performed.

The Court provides reasonable accommodation to applicants with disabilities who request such accommodation. Reasonable accommodation needs should be requested through Ann Greth ([AnnGreth@alpine.courts.ca.gov](mailto:AnnGreth@alpine.courts.ca.gov)).

Mail, email or deliver a hard copy of the resume, one-page narrative, and the completed application to:

Alpine Superior Court Attn: Human Resources  
PO Box 518  
14777 State Route 89  
Markleeville, CA 96120

Email: [anngreth@alpine.courts.ca.gov](mailto:anngreth@alpine.courts.ca.gov)