



Superior Court of the State of California County of San Benito

450 Fourth Street, Hollister, CA 95023
www.sanbenito.courts.ca.gov

The Superior Court of San Benito County is recruiting for an enthusiastic individual to fill the position of:

LEGAL PROCESS CLERK I/II Full-time – Represented Position

Opening Date: March 27, 2024

Closing Date: April 12, 2024

Applications for this position will be reviewed as they are received.

COMPENSATION*:

| LEGAL PROCESS CLERK I | | |
|------------------------------|---------------------|---------------------|
| Hourly | Step A: \$19.47 | Step F: \$25.09 |
| Monthly | Step A: \$3,374.80 | Step F: \$4,348.93 |
| Annually | Step A: \$40,497.60 | Step F: \$52,187.20 |

| LEGAL PROCESS CLERK II | | |
|-------------------------------|---------------------|---------------------|
| Hourly | Step A: \$20.45 | Step F: \$26.35 |
| Monthly | Step A: \$3,544.66 | Step F: \$4,567.33 |
| Annually | Step A: \$42,536.00 | Step F: \$54,808.00 |

*See benefits section for additional compensation information.

APPLICATION PROCESS:

To apply submit a completed **employment application, resume, and cover letter** to the court by the deadline noted above. The employment application can be found at the following link:

<https://www.sanbenito.courts.ca.gov/system/files/general/employment-application.pdf>

Application may be submitted by the following methods:

- By Email: hr@sanbenitocourt.org
- By Fax: 831-636-4195
- By personal delivery or US mail to:
San Benito County Superior Court
Attn: Human Resources
450 Fourth Street, Hollister, CA 95023
Monday-Friday: 8:00 a.m. to 5:00 p.m.

JOB DETAILS: LEGAL PROCESS CLERK I/II

Definition

Under general supervision, this specialized clerical level position performs a full range of clerical duties in support of court operations.

Distinguishing Characteristics – Legal Process Clerk I

This is the entry and journey level class in the Legal Process Clerk Series. Incumbents perform a variety of legal process duties. This class is distinguished from the Legal Process Clerk II in that the latter typically performs the more difficult work with more independence of action and may be responsible for mentoring, training and/or assigning work of lower level clerks.

Distinguishing Characteristics – Legal Process Clerk II

This is the advanced journey/leadworker level class in the Legal Process Clerk Series. This class is distinguished from the Legal Process Clerk I by the responsibility for the most difficult and complex legal process work, more independence of action and potential responsibility for mentoring, training and/or assigning work of lower level clerks.

Reports to

Court Executive Officer and other court staff as directed.

Job Duties (Depending on assignment, duties may include, but are not limited to, the following)

- Receives and examines legal documents for accuracy, completeness and conformity to requirements, returns unacceptable documents, files and certifies documents as required.
- Prepares and maintains documents and exhibits; files legal documents and related case materials; retrieves and delivers files and documents to court or appropriate parties.
- Assist public with file or court procedural information or in locating material and explains fines, fees and procedures to public.
- Prepares and issues legal orders such as warrants, writs, orders, subpoenas, abstracts and other official documents on behalf of the court, recalls warrants, exonerates bail, prepares judgment and dismisses or seals cases in accordance with established codes and court procedures.
- Accepts fines and fees and makes appropriate journal or computer entries.
- Collects, compiles and verifies data for statistical studies and reports.
- Enters and retrieves data from computer systems.
- Prepares a variety of documents related to court operations and coordinates the flow of documents necessary for court assignments.
- Any and all other duties as required or assigned.

Typical Physical Requirements

Sit for extended periods of time; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including but not limited to computer, telephone, calculator, copiers and fax.

Typical Working Conditions

Work is performed in an office environment; continuous contact with the public and other court staff.

All Court employees can and will be called upon to act as Disaster Workers when needed.

Desirable Qualifications

Knowledge of:

- California law relating to court procedures, legal documents and legal terminology
- Establishment and maintenance of files and information retrieval systems
- Modern office management methods and procedures
- Public and community relations
- Arithmetic and cashing
- Proper English usage, spelling, grammar and punctuation.
- Personal computers and software applications

Ability to:

- Prepare process and review a variety of legal documents for correctness of form, completion of information and conformance with established requirements.
- Perform clerical and court support work involving judgment and accuracy in high volume environment.
- Maintain flexibility and confidentiality
- Work independently and with initiative
- Work with the public and other court staff in a professional and courteous manner
- Establish and maintain cooperative working relationships

Education, Training and Experience

Legal Process Clerk I

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

- Educational level equivalent to a high school diploma or GED AND
- Experience equivalent to one year of clerical experience, preferably, in a court environment.

Legal Process Clerk II

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

- Educational level equivalent to a high school diploma or GED AND
- Experience equivalent to two years of clerical experience, preferably, in a court environment.

BENEFITS:

The following benefits are provided at the intervals and rates equivalent to the General bargaining unit:

- Cost of Living Adjustments (COLAs)

- Health, Dental and Vision Insurance
- Monthly Court Contribution toward Health coverage:

| Level of Coverage | Monthly Court Contribution |
|--------------------------|-----------------------------------|
| Employee Only | \$999.00 |
| Employee + Dependent | \$1,812.00 |
| Employee + Family | \$2,308.00 |

- Cash in Lieu: The court will pay \$300 per month to employees not enrolled in any court sponsored health plans. Proof of alternate coverage is required.
- Disability: The court pays for SDI.
- Long Term Disability (LTD): Court paid.
- AD&D: Court paid
- Vacation Days:

| Years of Service | Accrual Per Year |
|--------------------------|-------------------------|
| 1-3 years of service | 88 hours per year |
| 3+ -5 years of service | 120 hours per year |
| 5+ -10 years of service | 140 hours per year |
| 10+ -15 years of service | 168 hours per year |
| 15+ years of service | 184 hours per year |

Eligible to use vacation upon completion of 6 months of continuous service.

- Sick Leave: 10 hours per month. Eligible to use sick leave upon completion of 3 months of continuous service.
- Holidays: 14 paid holidays per year
- Retirement CalPERS: Court pays employer share. Current Formula: Classic 2% at 55 / PEPR 2% at 62. Note: Employee pays employee share.
- Social Security: The court pays towards Social Security and Medicare.
- Life Insurance: Court pays for a \$30,000 life insurance policy. Supplemental Life insurance is available to employees at their cost.
- Employee Assistance Program (EAP): Paid by Court.

The court also offers other voluntary benefits, paid by employee:

- Deferred Compensation
- AFLAC and Colonial Life plans
- Flexible Spending Account

The contents of this class specification shall not be construed to constitute any expressed or implied guarantee, nor shall it constitute a contract of employment. Superior Court assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a “meet and confer” process and are subject to the Memorandum of Understanding currently in effect.