



STATE OF CALIFORNIA

COURT OF APPEAL, SIXTH APPELLATE DISTRICT

333 W. Santa Clara St., Suite 1060

San Jose, California 95113

Web site: www.courtinfo.ca.gov/jobs

EMPLOYMENT OPPORTUNITY

JOB TITLE: ASSISTANT DEPUTY CLERK I, II, III, DEPUTY CLERK, or SENIOR DEPUTY CLERK

LOCATION: SAN JOSE, CA

JOB OPENING #: 5022

OVERVIEW:

The Court of Appeal, Sixth Appellate District (Court) in San Jose, CA, is accepting applications for the position of Assistant Deputy Clerk I, II, III, Deputy Clerk, or Senior Deputy Clerk. The individual selected will be appointed at the level commensurate with his/her qualifications.

The Assistant Deputy Clerk, Deputy Clerk, or Senior Deputy Clerk performs a variety of procedural, legal, process, and support activities in a highly professional environment for a Court of Appeal Clerk's Office using electronic programs. Applicants with a JD are highly encouraged to apply. The Court of Appeal, Sixth Appellate District offers a team-based environment, work/life balance, opportunities for career growth and development, as well as excellent benefits.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Have familiarity with appellate procedures in civil, criminal and juvenile appeals.
- Review and assess incoming documents for conformance with the California Rules of Court, local rules, appellate court procedures.
- Process/docket and code documents using an electronic case management system.
- Manage case dockets including monitoring overdue or missing documents, files, exhibits, or records and evaluating docket entries, attachments, and correspondence for accuracy and timeliness
- Evaluate, prepare, and issue court orders, letters, default notices and other notices relating to cases.
- Maintain court files, documents, exhibits, transcripts, etc.
- Communicate effectively orally and in writing with members of the public and court staff, including answer incoming calls or in-person inquiries from the court staff, public, attorneys, and other courts regarding cases, California Rules of Court, and other procedural and legal processing issues.
- Prepare oral argument calendar.
- Serve periodically as courtroom clerk, including recording, teleconferencing, and entry of court proceedings into minutes.
- Open, review, separate, and distribute mail as well as process outgoing mail.
- Process electronic or cash payments or fees and prepare financial transaction receipts.

A SUCCESSFUL APPLICANT SHOULD HAVE SKILL IN

- Using programs and software for electronic case management, and other applications such as Word, Excel, Adobe, Microsoft Outlook, Office 365, etc.
- Explaining complex procedures and processes in a clear, concise, and comprehensive manner.
- Applying rules, regulations, codes, and other guides in a variety of work situations in the Clerk's Office.
- Understanding and documenting processes and procedures step-by-step.
- Maintaining a complex record keeping, filing, and notification system.
- Composing correspondence independently.
- Performing detailed clerical and legal processing support activities accurately.
- Understanding and following oral and written instructions.
- Organizing own work, setting priorities, and meeting critical deadlines.
- Safely operating standard office equipment.
- Establishing and maintaining professional and respectful working relationships with those contacted in the course of the work.

EDUCATION AND EXPERIENCE:

Assistant Deputy Clerk I, II, or III: Equivalent to graduation from high school and two to four years of legal processing experience. Experience and/or education may be substituted on a year-for-year basis.

Deputy Clerk: Equivalent to graduation from high school and five years of legal processing experience, including two years of advanced procedural and legal processing experience at the level of an appellate court deputy clerk. Additional directly related experience and/or education may be substituted on a year-for-year basis.

Senior Deputy Clerk: Equivalent to graduation from high school and six years of legal processing experience, including two years of advanced procedural and legal processing experience at the level of an appellate court deputy clerk and one year as a lead.

Directly related college-level course work may be substituted for required experience on a year-for-year basis.

SUPPLEMENTAL QUESTIONS

In order to better assess the qualifications of each applicant, we ask that you respond to the following questions:

1. Describe three skills for a successful professional life and explain why they are important or effective.
2. Which of your previous positions were a great fit and why? Which of your previous positions were *not* a great fit and why?
3. How do you define work ethic and what does it mean to you?

OTHER

- If you are selected for hire, verification of employment eligibility or authorization to work in the United States will be required.

- Must be willing to work overtime occasionally.

HOW TO APPLY

This position requires the submission of our official application (must be completed thoroughly) in order to be considered. The position will remain open until filled.

To apply online, please visit www.courts.ca.gov/careers and search for job opening # 5022.

The Court of Appeal, Sixth Appellate Court District provides reasonable accommodation to applicants with disabilities who request such accommodation. Reasonable accommodation needs should be requested through Human Resources at (415) 865-4260. Telecommunications Device for the Deaf at (415) 865-4272.

PAYMENT & BENEFITS

Assistant Deputy Clerk I, II, III Salary Range: \$4,074 - \$5,992 per month

Deputy Clerk Salary Range: \$5,418 - \$6,589 per month

Senior Deputy Clerk Salary Range: \$5,965 - \$7,251 per month

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$130 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Pretax Parking
- Long Term Disability Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Sixth District Court of Appeal is an Equal Opportunity Employer