



The Superior Court of California,  
County of Lassen  
**COURT CLERK I/II**  
**Full Time**  
Monthly Salary \$2654 – \$3491  
Plus benefits

This position is responsible for performing a wide variety of tasks associated with legal processing, courtroom activities, judicial support duties, maintenance of court records; cross trains in all court services divisions and functions as a positive and cooperative team member.

#### **REPRESENTATIVE DUTIES**

- Receives and examines legal documents
- Prepares and maintains documents and exhibits; files legal documents and related case materials
- Attends court sessions, recording and transcribing minutes; prepares official records of court proceedings; records decisions, verdicts and judgments; completes and processes court documents for appeals
- Provides procedural information
- Prepares and issues legal orders
- Recalls warrants, prepares DMV abstracts, exonerates bail, prepares judgments, and dismisses, seals, scans and destroys cases in accordance with established codes and court procedures
- Accepts and receipts fines and fees; makes appropriate journal entries and transfers, issues and balances cash drawers
- Maintains a variety of statistical, legal and court records
- Retrieves and prepares records for retention and/or destruction
- Operates microfilm equipment, scanner, computer, and other equipment
- Receive, sort, distribute, and transport mail and files
- Prepares court calendars
- Impanels and polls jurors

**QUALIFICATIONS:** Any combination of training and experience that would likely provide the required knowledge and abilities including the knowledge of court and legal procedures is qualifying. A typical way to obtain the required knowledge and abilities would be:

An educational level equivalent to a high school diploma or GED and one (1) year of full-time, paid clerical experience involving public contact.

**FILING DEADLINE: 8/19/2016**

It is your responsibility to provide specific, accurate, complete information describing how you meet the minimum qualifications. Qualified

applicants are invited to submit an official Lassen County Superior Court application to:

Superior Court of California, County of Lassen  
Hall of Justice  
Attn: Administrative Department  
2610 Riverside Dr  
Susanville, Ca 96130

Applications are available at [www.lassencourt.ca.gov](http://www.lassencourt.ca.gov), OR at the court's administrative department located at the above address.