

Superior Court of California County of Mono

INVITES APPLICATIONS FOR THE POSITION OF

Deputy Clerk*

Hourly Salary: \$21.76-\$34.66 (Based on Experience)

Application Deadline: Open until filled

*Based on experience and qualifications, initial appointment may be as
Deputy Clerk, I, II, III, or IV



New Mammoth Lakes Courthouse – the Main Courthouse for the Superior Court of
California, County of Mono





McLeod Lake-15 minute drive from downtown Mammoth Lakes-with a hike

Live, Work and Play in one of the Most Beautiful Places in California - The Eastern Sierras

The Deputy Clerk Position is based at the main courthouse for the Superior Court for Mono County located in Mammoth Lakes. The town of Mammoth Lakes is a well-known destination ski resort, but it has much more to offer. Mammoth Lakes provides an entertainment, shopping and cultural center for Mono County. There is a community college, live theater, and movie theater, as well as numerous restaurants, concert venues, and shopping centers.

Mono County is a year-round resort destination with Mammoth Mountain, Yosemite Park, Mono Lake and other places of natural beauty. The eastern gateway to Yosemite National Park is less than a 45-minute drive from the main courthouse in Mammoth Lakes. Working for the Mono County Superior Court provides an opportunity for professional development as well as enjoying the many recreational activities that California is known for: skiing, snowmobiling, hiking, kayaking, dirt biking, golfing, mountain biking, windsurfing, waterskiing and more.

Deputy Clerk

Under direction from the Court Operations Manager and Court Executive Officer, incumbents perform a variety of court support services that provide legal processing, courtroom and related judicial support, and administrative tasks.

Essential Duties and Responsibilities -- Deputy Clerk I: Include the following. Other duties may be assigned:

- Receives legal documents; examines documents for completeness and conformity with requirements.
- Prepares and maintains document and exhibit files; files legal documents.
- Provides information regarding court rules and procedures; answers inquiries and explains legal filing processes; explains bail, fines and fees; assists individuals in obtaining forms and information.
- Enters, retrieves, corrects, updates and verifies information in manual and computer record-keeping systems.
- Prepares a variety of court documents such as orders, decisions, judgments, complaints, warrants; exonerates and forfeits bail - all in accordance with established court procedures and under the supervision of a Courtroom Clerk or the Court Operations Manager.
- Accepts bail, fines and fees; issues receipts; balances cash drawers.
- Performs various clerical duties such as filing, copying, faxing, assembling documents; preparing mail for Post Office, and picking up mail from and delivering mail to Post Office; opening, sorting and distributing mail, preparing and transporting bank deposits, transporting documents, files and other court materials between branches.

The Court in Mono County

The Superior Court for Mono County has three Judicial Officers—two judges and a part-time commissioner. The Court has two courthouses, the new Mammoth Lakes location and the historic courthouse in the county seat of Bridgeport.



The New Mammoth Lakes Courthouse in Winter-Mammoth Mountain in the background

- May prepare and distribute court calendars; may perform limited duties of a Courtroom Clerk; may perform limited bookkeeping tasks such as maintaining register of trust account receipts and disbursements, preparing trust account disbursement checks and preparing expense vouchers.
- May assist Deputy Jury Commissioner with the selection of prospective trial jury panels and the preparation and distribution of jury summons. May handle written and telephone requests for jury duty excuse or deferral.
- Performs other clerical and administrative duties as needed.
- Travels to and works in other branches as needed.

Essential Duties and Responsibilities -- Deputy Clerk II: Include the following. Other duties may be assigned:

- All Deputy Clerk I Duties.
- Independent courtroom clerking of any and all small claims and AB 1058 proceedings.

Essential Duties and Responsibilities -- Deputy Clerk III: Include the following. Other duties may be assigned:

- All Deputy Clerk II Duties.
- Independent courtroom clerking of:
 - o any and all criminal non-trial proceedings and infraction and minor misdemeanor non-jury trials and misdemeanor criminal jury trials **OR**
 - o any and all civil and family non-trial proceedings and minor limited civil jury trial proceedings

Essential Duties and Responsibilities – Civil Clerk: Include the following. Other duties may be assigned:

- All Deputy Clerk III Duties.
- Independent courtroom clerking of any and all civil and family non-trial proceedings
- Independent courtroom clerking of any and all minor civil unlimited jury trial proceedings. “Minor” means a small number of parties, actions or charges.

Essential Duties and Responsibilities – Criminal Clerk: Include the following. Other duties may be assigned:

- All Deputy Clerk III Duties.
- Independent courtroom clerking of any and all criminal non-trial proceedings and infraction and minor misdemeanor non-jury trials
- Independent courtroom clerking of any and all misdemeanor jury trial proceedings and minor felony jury trial proceedings. “Minor” means a small number of parties, actions or charges.

Essential Duties and Responsibilities -- Deputy Clerk IV: Include the following. Other duties may be assigned:

- All Deputy Clerk III Duties.
- All Deputy Clerk III-Civil duties and Deputy Clerk III-Criminal duties
- Independent courtroom clerking of any and all criminal non-trial proceedings and infraction and minor misdemeanor non-jury trials. “Minor” means a small number of parties, actions or charges.
- Independent courtroom clerking of all juvenile proceedings
- Independent courtroom clerking of any and all civil and family law non-trial proceedings.
- Independent courtroom clerking of any and all misdemeanor jury trials and minor felony jury trials, and minor limited and minor unlimited civil jury trial proceedings. “Minor” means a small number of parties, actions or charges.

Qualifications -- Deputy Clerk I, II, III, III-Civil, III-Criminal & IV: To perform successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience -- Deputy Clerk I: High school diploma or general education degree (GED); six months related experience and/or training.

Education and/or Experience -- Deputy Clerk II: Same as Deputy Clerk I, plus six months employment as Deputy Clerk I.

Education and/or Experience -- Deputy Clerk III: Same as Deputy Clerk II, plus three months employment as Deputy Clerk II.

Education and/or Experience -- Deputy Clerk III, III-Civil, III-Criminal & IV: Same as Deputy Clerk III, plus six months employment as Deputy Clerk III.

Language Skills -- Deputy Clerk I, II: Ability to prepare and read the simpler legal documents such as notices to appear, bail notices, failure-to-appear complaints, infraction and misdemeanor dockets, and registers of action. Ability to record minutes of the simpler proceedings such as small claims and to prepare simple correspondence.

Ability to read and comprehend simple instructions, short correspondence and memos. Ability to effectively present information in one-on-one situations to individuals having business with court.

Language Skills -- Deputy Clerk III, III-Civil, III-Criminal & IV: Ability to prepare and read more complex legal documents such as motions, decisions and judgments. Ability to record minutes of the more complex proceedings such as criminal, civil and Family Law and to prepare more complex correspondence.

Ability to read and comprehend complex instructions, lengthy correspondence and memos. Ability to effectively present more complex information in one-on-one situations to individuals having business with court.

Mathematical Skills -- Deputy Clerk I, II, III, III-Civil, III Criminal & IV: Ability to calculate general arithmetic amounts such discounts, interest, commissions, proportions and percentages. Ability to calculate job-specific amounts such as bail, fines, fees, and juror compensation.

Reasoning Ability -- Deputy Clerk I, II: Ability to apply commonsense understanding to carry out detailed instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations.

Reasoning Ability -- Deputy Clerk III, III-Civil, III-Criminal & IV: Ability to understand and carry out broad instructions in oral or written form. Ability to deal with problems involving many variables in standardized situations.

Other Skills and Abilities -- Deputy Clerk I, II, III, III-Civil, III-Criminal & IV: Ability to type and/or take shorthand with moderate speed; ability to operate personal computers and other office equipment; familiarity with legal documents and terms.

Physical Demands -- Deputy Clerk I, II, III, III-Civil, III-Criminal & IV: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee is also regularly required to hear and read. The employee frequently is required to talk and to use hands to finger, feel or operate documents, computer keyboards and other office equipment.

Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Work Environment -- Deputy Clerk I, II, III, III-Civil, III-Criminal & IV: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Salary and Benefits -- salary for this position ranges from \$2,872-\$4575 monthly, depending on experience and qualifications. The Court also offers an excellent benefits package:

- Court pays 100% of Dental / Vision and nearly 100% of Health Benefits for employee and family.
- Court employees participate in the CalPERS retirement system.
- Vacation Leave – based on service time 0-2 years receives 10 days annually; 3-5 years received 15 days annually; 6-9 years receives 17 days annually; and 10+ years receives 20 days annually.
- Sick Leave – 13.5 days annually (Full-time employees).
- 14 paid holidays and 3 personal holidays annually.
- You may also choose to participate in IRS section 125 cafeteria plan with a flexible spending account, dependent care account, optional interest elections that includes cancer care, supplemental life, accident and disability insurance. You may also choose to participate in a 457 deferred compensation retirement plan.

How to Apply

An application may be downloaded at <https://www.mono.courts.ca.gov/generalinfo/employment.htm>, requested by emailing hr@mono.courts.ca.gov, or by calling (760) 923-2321.

Completed application packets may be e-mailed to hr@mono.courts.ca.gov, faxed to (760) 923-8858; or

Mail to: Mono County Superior Court
Attention - Human Resources
P.O. Box 1037
Lakes, CA 93546

Deliver to: Superior Court, Mammoth Lakes Branch
Attention - Human Resources
100 Thompsons Way Mammoth
Mammoth Lakes, CA 93546