

**SUPERIOR COURT OF CALIFORNIA,
COUNTY OF SAN JOAQUIN IS NOW
ACCEPTING APPLICATIONS FOR:**

**LEGAL PROCESS CLERK I-
CONTRACT (SPANISH SPEAKING)**
\$37,178 - \$45,185 per year

[APPLY HERE](#)

**Application Deadline:
Tuesday, April 28th, 2021
by 5:00 p.m.**



CAREER OPPORTUNITY:

THIS IS A FULL-TIME CONTRACT POSITION BASED ON FUNDING.

This is a selective recruitment for Spanish-Speaking; applicants must pass a bilingual proficiency examination.

The Superior Court of California, County of San Joaquin is now accepting applications for Legal Process Clerk I. This is a fantastic opportunity to begin your career with the Court. The Legal Process Clerk I is an entry-level class. Incumbents work under direct or general supervision and learn to perform a variety of legal clerical tasks which may include processing, preparing, filing, and maintaining a variety of legal documents; performing data entry and retrieval from court database systems; providing information and assistance to the general public; performing related work as required.

Initially under close supervision, incumbents apply basic clerical skills while learning specialized court practices and procedures. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.



OUR MISSION:

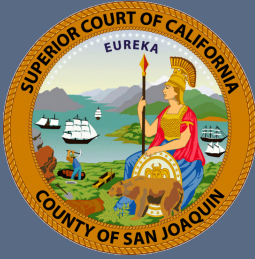
The San Joaquin Superior Court shall resolve disputes and address problems applying the rule of law in a fair, equal, consistent, efficient, timely, and understandable manner with integrity and professionalism. The Court shall promote public confidence and provide user-friendly, customer oriented services and treat all people with respect and dignity in a safe and secure environment.

SAN JOAQUIN COUNTY

The County of San Joaquin (population of approximately 773,000) was incorporated in 1850 at the time of California's original statehood. The county includes the cities of Stockton, Lodi, Tracy, Manteca among others, and offers tremendous opportunities for recreational adventures, and exceptional schools and institutions of higher education including the University of the Pacific, a campus of the California State University Stanislaus, San Joaquin Delta College and Humphreys College Laurence Drivon School of Law. Stockton has a large port entry, marina and several waterways along the Delta. San Joaquin is also home to many wineries, including many in the Lodi area.

ABOUT THE COURT AND SAN JOAQUIN COUNTY

The Court has thirty judges and four commissioners, and participates in 12 different collaborative justice programs. The annual operating budget is approximately \$49.4 million for FY 2019-2020. The Court employs approximately 325 staff including full-time, part-time and contract. There are seven current courthouse locations; 2 in Stockton, 1 in French Camp, 2 in Lodi, 1 in Manteca, and 1 in Tracy. The Court utilizes a single case management system for all case types and submits data electronically to DMV, DOJ and JBSIS. There were over 116,000 filings in the fiscal year 2018-2019. In May 2020, the Court deployed e-filing for Civil, Family Law, Criminal, Probate, and Small Claims case types. For additional information about the Court, visit the website at <https://www.sjcourts.org>.



BENEFITS

■ Medical/Dental/Vision

The Court pays 100% of Employee Only coverage and 80% of Employee + 1 and Employee + family coverage for medical (Kaiser or Sutter Health Plus).

The Court pays for employee dental (Delta Dental) and vision (VSP).

■ Leave Accruals

Sick: 12 sick days per year with no cap on accumulation.

Vacation: 10 days first year, progresses up to 25 days based upon length of service

Holidays: 13 paid holidays per year.

■ Insurance

Life Insurance and AD&D: Options available for additional life insurance.

APPLY HERE

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to the completion of the twelfth (12th) grade and one (1) year of general office clerical experience.

KNOWLEDGE OF:

- General clerical tasks such as filing and record keeping.
Modern office practices, methods, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- Basic arithmetic and principles of cash handling.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public and court staff.

ABILITY TO:

- Respond to and effectively prioritize phone calls and other requests for service.
- Learn, interpret, explain, and apply court policies and procedures.
- Compose correspondence and reports independently or from brief instructions; maintain records and databases.
- Make accurate arithmetic computations.
- Perform responsible clerical support work with accuracy, speed, and supervision.
- Learn and understand the organization and operation of the court and of outside agencies as necessary to assume assigned responsibilities.
- Organize, maintain, and update court database and records systems; file materials alphabetically, chronologically, and numerically.

SUPPLEMENTAL QUESTIONNAIRE

1. This is a selective recruitment for Spanish Speaking. Are you proficient in the Spanish language?

APPLICATION PROCESS:

Applicants may apply [on-line](#) or by submitting [a hard copy employment application](#) to the Human Resources Department at the address below. Incomplete applications will not be accepted, and [Electronic submittals](#) are preferred.

***Superior Court of California County of San Joaquin – Attention:
Human Resources Department-13th Floor
180 E Weber Avenue, Suite 1301 A
Stockton, CA 95202***

SELECTION PROCESS:

This examination is being given to establish an eligible list for future vacancies in all departments at all branch court locations within San Joaquin Superior Court. Applications received before the deadline will be evaluated to determine if the candidates meets the minimum qualifications.



The Superior Court of California, County of San Joaquin is an equal opportunity employer. If you possess any disabling limitation that would require test/interview accommodation, please inform the Human Resources Department upon submittal of the application. Medical disability verification may be required prior to accommodation.