

SUPERIOR COURT OF CALIFORNIA

SAN BENITO COUNTY

An Equal Opportunity Employer



EMPLOYMENT OPPORTUNITY

Senior Court Clerk

Step A - \$22.16 to Step F - \$28.29

DEADLINE TO APPLY:

March 11, 2022

4:00 p.m. PST

RECRUITMENT

The Superior Court is seeking energetic and motivated applicants for the position of Senior Court Clerk, the highest level of classification in the Court Clerk series. The Senior Court Clerk is distinguished from the Court Clerk by a greater degree of responsibility for more difficult and technical legal processing, courtroom and judicial support, and a potential role in mentoring, training and assigning work for Court Clerks.

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
- Preparation and maintenance of court calendars
- Public and community relations
- Legal clerical and financial record keeping practices and procedures
- Arithmetic and cashing
- Proper English usage, spelling, grammar and punctuation
- Personal computers and software applications

Training and Experience:

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 four or more years of court experience**

APPLICATION PROCESS

A complete application should include the application form and résumé. The application packet can be submitted in one of the following ways:

- 1) In person at 450 Fourth Street, Hollister, CA, between the hours of 8:00 a.m. and 5:00 p.m.
- 2) By US Mail addressed to:
Superior Court of San Benito County
ATTN: Maria Alfaro
450 Fourth Street, Hollister, CA 95023
- 3) FAX to Maria Alfaro at (831) 636-4195
- 4) Email to admin@sanbenito.courts.ca.gov. Please

also note that candidates determined to meet the minimum qualifications may be asked to participate in an assessment test and oral interview and that a detailed background and reference check will be conducted on all successful applicants.

Application form and job specifications may be obtained at the court address listed above or at the San Benito County Superior Court website: www.sanbenito.courts.ca.gov.

BENEFITS

The Superior Court of San Benito County offers a variety of benefits to its employees, which include, but are not limited to:

- Vacation: 80 hours per year, increasing after 3, 10, & 15 years
- Sick Leave: 120 hours per year
- 13 paid Holidays
- Personal Holiday: 1 per year
- Health Benefits: Medical, Dental & Vision
- Retirement: CalPERS 2% @ 55 for Classic and 2% @ 62 for PEPRA
- Life Insurance: \$30,000, paid by Court
- Employee Assistance Program
- Bi-lingual pay, to eligible employees

Also available: Voluntary Deferred Compensation, AFLAC, Colonial Life, FSA, HSA plans and Supplemental life insurance.

