



EMPLOYMENT OPPORTUNITY

LEGAL CLERK

SALARY AND BENEFITS

\$14.34 - \$17.19 per hour, plus benefits package

FILING DEADLINE

5:00 p.m., March 4, 2016

DUTIES AND RESPONSIBILITIES

The Legal Clerk performs a wide variety of clerical duties related to the function and department assigned. The major duties of the job include:

- Perform clerical duties related to assigned functional area and department; assist the public with requests or questions regarding area of assignment.
- Enter, proofread and process a variety of legal and court documents including general correspondence, minutes, agendas, notices, reports memos, and statistical charts from rough draft, electronic recordings or verbal instruction; may compose routine correspondence.
- Act as a receptionist; answer the telephone and wait on the general public, giving information on department and assigned program policies and procedures.
- Issue, receive, type and process various legal notices, applications, reports, receipts and other forms.
- Process bills for fees; collect and receipt fines and bail money; record payments and process delinquent notices.
- Process and record certificates and licenses; collect and process fees and charges.
- Perform a wide variety of routine clerical work including filing, copying, billing, verifying and recording information on records.
- sort and file legal and court documents and records, maintaining alphabetical, index and cross reference files.
- Respond to public inquires, both on the telephone and in person and refer to appropriate staff member for more specific information as appropriate; exhibit familiarity with functions and departments of the county.
- Maintain a variety of statistical, legal and court records; check and tabulate statistical data; prepare routine
 - statistical reports.
 - Operate standard office equipment
 - Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Education: Equivalent to completion of the twelfth grade.

Experience: One year of legal clerical experience is desirable and must be qualified typist.

License: Possession of or ability to obtain a valid California driver's license

SELECTION PROCESS

Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville to participate in interviews.

HOW TO APPLY

An application may be obtained from the Personnel Office listed below or by visiting our website at: www.co.lassen.ca.us . It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department ☎ (530) 251-8320
221 South Roop Street
Susanville, California 96130

Opened February 17, 2016

☞ GENERAL INFORMATION ☞

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted prior to employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.