The Superior Court of California, County of Amador
Invites Applications for the Position of

COURT CLERK I/II

Date Posted: November 9, 2026
Final Filing Date: November 23, 2026

Starting Pay*: Court Clerk I: $17.92 - $24.01
Court Clerk II: $20.60 - $27.62

*Placement within range depends upon qualifications.

POSITION SUMMARY
Under general supervision, this specialized position performs a wide range of clerical duties in support of court operations, legal processing, collections, and limited courtroom and judicial duties.

REPORTING RELATIONSHIPS
Reports to the Court Operations Manager and/or Court Executive Officer.

MINIMUM POSITION REQUIREMENTS

Education:
High School diploma or equivalent.

Experience:
For an entry-level classification, one year of general clerical experience. For a more advanced point of entry into the classification system, two to four years of clerical experience in a court environment, or five years of clerical experience in the legal field; successful completion of a related training course as a legal secretary or paralegal may be substituted for up to one year of the required experience.

Appointments are normally made at the first step of the salary schedule, unless a more advanced point of entry is warranted based on experience as noted above. A one-year probationary period is standard.

Knowledge:
- Basic knowledge of established policies and procedures related to court proceedings, collections, legal procedures and documents used in court cases.
- Knowledge of and personal computers and standard software applications related to court support work.
- Basic knowledge of legal terminology, common legal format requirements, laws, rules, regulations, and legislation affecting the court.

Special Skills / Equipment:

- Strong written and oral communication skills; use of correct grammar and spelling and the ability to follow oral and written directions.
- Basic to advanced skills (depending on the employee's entry point into the classification system) in computer/word processing and in court case management systems.
- Use of office equipment, including computers, telephones and scanners.
- Advise attorneys, agencies and the public on the status of cases in a professional and courteous manner; provide procedural information; answer inquiries and explain fines, fees, and filing processes.
- Ability to use videoconferencing platforms such as Zoom/ZoomGov.
- Ability to work independently, maintain confidentiality, and use sound judgment in performing court related duties.
- Ability to establish and maintain effective working relationships with co-workers, management, and court users.

PHYSICAL REQUIREMENTS:

Must be able to sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; ability to lift boxes of stored documents weighing up to 25 pounds; ability to work under demanding conditions.

INDIVIDUALITY AND ACCOUNTABILITY:

Prioritizes workload and projects to ensure tasks are performed in accordance with predetermined deadlines; may recommend improvements in processes; suggest ways to enhance productivity; communicate status of work flow to supervisor.

WORKING RELATIONSHIPS AND CONTACTS:

Establish and maintain cooperative working relationships within the organization with emphasis on team building (both with peers and management); ability to demonstrate interpersonal and communication skills dealing with the public and other agencies; work in a high visibility, high volume environment.

CAREER ADVANCEMENT:

With the proper education and experience, advancement may include higher levels within the Court Clerk classification series.

COMPENSATION AND BENEFITS:

- The Court offers health, vision, and dental benefits or a "cash in-lieu" option.
- The court provides a defined benefit retirement plan through California Public Employees' Retirement System (CalPERS).
- Generous paid time off (vacation PLUS 14 paid holidays per year).

APPLICATION AND SELECTION PROCESS:

Complete an Amador Superior Court application form and submit along with your optional resume to:

Amador Superior Court
500 Argonaut Lane, Jackson, CA 95642
Attn: Human Resources
Email: hr@amadorcourt.org

Application can be downloaded from the Amador Superior Court Website at

http://www.amadorcourt.org/gi-employment.aspx

Applications may be submitted by mail, e-mail, or in person.

The selection process is subject to change. Applicants will be notified if changes are made. A screening panel will select a number of the most highly qualified applicants. Those selected by the panel will be invited to an interview. Position will remain open until filled.

The selected applicant will be subject to a background check, which may include and may not be limited to a Livescan and drug screen. Employment is contingent upon a satisfactory background check and drug screen.

Equal Opportunity Employer

Amador Superior Court is committed to the principle of equal employment opportunity to all persons with respect to hiring practices, compensation, benefits, promotional opportunities, and other terms and conditions of employment regardless of race, color, national origin, ancestry, religion, sex, disability, medical condition, age, marital status, or political affiliation, as required by applicable federal and state laws.

If you require accommodations in the application or interview process, contact Human Resources at the email listed above before the deadline posted on the job announcement.