

## Superior Court of California

County of Modoc

Employment Opportunity



# Legal Process/Account Clerk

Monthly Salary Range \$2903.27 to \$3,705.39

Application deadline: June 13, 2025

Announcement # 6-25

This employment recruitment is for the Legal Process/Account Clerk I position. Applicants must complete an application and submit it to the Human Resources Department along with a typing certificate of 45 words per minute or better, (A resume may be included with the application as supplemental information, but will not be accepted in lieu of an official application. The "Experience" Section of the application must be completed in its entirety). Applicants meeting the minimum qualifications criteria will be invited to participate in the testing process. Qualified applicants will be ranked in the order of their testing scores they will be interviewed and the combined scores will determine the most qualified applicant/s for the position/s. ***Applicants shall remain on the eligibility list for one year.***

**ESSENTIAL FUNCTIONS OF POSITION:** Under supervision, performs a wide variety of work involved in the preparation and maintenance of documents and records for court proceedings; accepting, filing and issuing legal documents; provide information concerning current calendar status, functions and procedures of the court and the office of the Clerk of the Court; and to do related work as required. Performs a variety of complex technical accounting duties in support of the financial department's functions and specific accounting system, ensuring compliance with all applicable laws, regulations, and County policies and procedures. Assists supervisor in maintaining effective accounting control in daily financial/fiscal activities. Is in compliance with financial policies and procedures as required. Prepares journal entries for a variety of accounts; reconciles and balances; deposits and/or transfers funds as directed. Prepares financial and statistical reports on the status of applicable revenues and expenditures, which may include accounts receivable and accounts payable. Prepares a variety of accounting/statistical and routine reports, records and spreadsheets with accuracy and in a timely manner. Establishes and maintains accounting records and files with accuracy. Performs specialized accounting work as assigned, which may include such duties as enhanced collections and reporting, preparing disbursements, maintaining automated accounting systems, monitoring and auditing inventory records, handling department procurement procedures, preparing and processing billing and collections, Receives and responds to inquiries and requests for assistance from fellow justice agencies, attorneys and the general public.

## **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

- Waits on customers at the counter and answers the telephone, providing information on the functions and procedures of the court, the status of cases, and requirements for filing documents.
- Assists individuals with completing documents and forms.
- Docket cases and calendar assignments.
- Prepares papers for the transfer of cases to other courts.
- Prepares failure to appear warrants.
- Accepts documents for filing in all levels of civil, family law, criminal and juvenile cases, probates and small claims.
- Conforms and files orders signed by judges.
- Revises forms and ensures proper availability of forms for legal and other filings.
- Receives confidential reports and makes them available to appropriate persons.
- Conducts record searches.
- Maintains filing systems for documents, making changes and adjustments as necessary.
- Assists with public access to court records, if appropriate.
- Works with a complex accounting system, processing accounts payables, accounts receivables.

## **OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as assigned.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

- Record keeping, filing, and retrieval systems.
- Modern office practices, methods, and computer equipment including the establishment and maintenance of filing and record keeping systems.
- English usage, spelling, grammar, and punctuation.
- Basic mathematical principles.
- Experience with state governmental accounting as well as sophisticated financial systems

### **Skill to:**

- Operate modern office equipment including computer equipment.
- Type at the rate of 45 words per minute from clear, legible copy.
- Take and transcribe notes accurately.

### **Ability to:**

- Learn the functions, policies, and procedures of the Modoc County Superior Court.
- Learn the pertinent codes, statutes, and regulations governing court operations.

- Learn, interpret, and apply policies, procedures, laws, codes, and regulations including those affecting public access and use of information and records maintained in the office of the clerk of the court.
- Learn the pertinent legal procedures and documents used in court cases.
- Learn the principles and procedures of court calendar preparation and maintenance.
- Learn, interpret, and apply the policies, procedures, laws, codes, and regulations related to evidence custody, storage, disposition, and destruction.
- Learn legal terminology.
- Perform a wide variety of office support work.
- Make arithmetical calculations.
- Prepare clear and concise correspondence and reports.
- Deal tactfully and courteously with the public and legal representatives in providing information about court functions and proceedings.
- Deal tactfully and courteously with the public in explaining the functions, procedures, and laws governing the activities of the office of the Clerk of the Court.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Verification of general ledger account coding, policies and procedures compliance, and proper approvals;
- Preparation of fiscal year end accruals;
- Preparation of journal entries to record cash and general ledger liabilities;
- Preparation of re-class journal entries and correcting journal entries;
- Work closely with General Ledger Unit to assure verification of journal entries and general ledger account coding;
- Performs other duties as required.

### **MINIMUM QUALIFICATIONS**

Requires two years of responsible office/accounting support experience in a position requiring extensive public contact and preferably dealing with legal and financial documents.

### **AND**

Equivalent to the completion of the twelfth grade supplemented by training in office practices.

**How to Apply:**

Applications are available at the Robert A. Barclay Justice Center 205 South East St., Alturas. Or on our web site: [www.modoc.courts.ca.gov](http://www.modoc.courts.ca.gov), or by calling human resources at (530) 233-6516 ext. 1201. Deadline to apply is 4:30 pm Friday June 13, 2025.

**Employment is contingent upon passing a criminal background check.**

**MODOC COUNTY SUPERIOR COURT IS AN EQUAL OPPORTUNITY EMPLOYER. We do not discriminate on the basis of race, religious creed, color, national origin, ancestry, medical condition (cancer related only), mental or physical disability (including AIDS or HIV), marital status, gender, or age. Minorities, women and the disabled are encouraged to apply.**

Court Personnel Department  
205 South East Street  
Alturas, CA 96101

Phone: (530) 233-6516 ext. 1201  
Email: [brandy.malcolm@modoc.courts.ca.gov](mailto:brandy.malcolm@modoc.courts.ca.gov)  
Internet: [www.modoc.courts.ca.gov](http://www.modoc.courts.ca.gov)

Fax: (530) 233-6500