



Stanislaus County
 now offers an employee
 bonus worth up to
\$10,000 or 21
additional days of
leave time!*

**See inside for details*

Legal Clerk I/II/III

Stanislaus County - Various Departments

\$40,851- \$56,617 Annually

Apply by March 19, 2025 or after 150 applications received.

Bilingual candidates are encouraged to apply.

ABOUT THE COUNTY

Stanislaus County is located in Central California within 90 minutes of the San Francisco Bay Area, the Silicon Valley, Sacramento, the Sierra Nevada Mountains and California's Central Coast. With an estimated 552,878 people calling this area home, the community reflects a region rich in diversity with a strong sense of community. Two of California's major north-south transportation routes (Interstate 5 and Highway 99) intersect the area and the County has quickly become one of the dominant logistics center locations on the west coast.

The County is home to a vibrant arts community with the world-class Gallo Center for the Arts, a symphony orchestra, and abundant visual and performing arts. Stanislaus County is a global center for agribusiness, positioned by its mild Mediterranean climate, rich soils and progressive farming practices. The area is recognized internationally for agricultural innovation with wine, almonds, poultry, milk, cattle, and walnuts being some of the featured industries. The County is also home to California State University Stanislaus, Modesto Junior College and benefits from satellite locations of other high-quality educational institutions. The County was established in 1854 and has a total land area of 1,515 square miles. Temperatures range from an average low of 43 degrees in the winter, to an average high of 92 degrees in the summer. Temperatures move up into the high 90s during the summer months with low humidity and cool evening breezes from the San Joaquin Delta.



Here at **Stanislaus County**, our mission is
"We Build Community"...

Check out our 5 values!



We believe **EACH**
PERSON MATTERS



We work every day to
earn people's **TRUST**



We are
GOOD PARTNERS



We encourage
INNOVATION



We deliver
RESULTS

THE POSITION

Stanislaus County is recruiting for multiple vacancies throughout its 27 departments. We are looking for well rounded and charismatic individuals to join the team. We are looking for candidates who are detailed oriented and have strong customer service skills. All candidates who are up for a challenge are encouraged to apply.

Legal Clerk I is the entry-level class of the Legal Clerk series. Initially under direct supervision, incumbents learn legal/clerical office and County procedures. Incumbents normally advance to the higher level after gaining progressively responsible experience and achieving proficiency, which meet the qualifications for the next step in the Legal Clerk Series. The Legal Clerk II position performs with more independence of action within established guidelines. Provides direct legal clerical support to attorneys, court officers and other staff under supervision. The Legal Clerk III is the journey level position and performs with more independence of action within established guidelines. Provides direct legal clerical support to attorneys, court officers and other staff under supervision.

THE POSITION

Departments with Legal Clerk positions include: Clerk Recorder's Office, District Attorney's Office, Public Defender's Office, Probation and the Sheriff's Department.



Clerk Recorder's
Office



District Attorney's
Office



Public Defender's
Office



Probation
Department



Sheriff's
Department



Click the underlined text to be directed to the departments!

TYPICAL TASKS

- Provide customer service and confer with staff, attorneys, and the general public in answering questions;
- Process and interpret various legal forms, documents, and procedures such as minute orders, warrants, detainees, etc.;
- Process and type correspondence, notices, and forms including record search forms and failure to appear letters;
- Perform data entry;
- Reconcile daily cash transactions;
- Determine eligibility for release;
- File documents and case files;
- Retrieve and distribute all facility and inmate mail;
- Release of inmate property and/or clothing;
- Respond and answer inmate request forms;
- Process and type arrest reports, traffic citations, restraining orders, etc., including transcription;
- Monitor and distribute teletype messages;
- Complete court runs and bookings;
- Assemble and maintain files, search for missing documents and files;
- Answer and screen incoming calls and sign up visitors;
- Maintain a good rapport with staff and the public; and
- Other duties as assigned.

*Apply today
to join our team &
make a difference in
Stanislaus County!*



MINIMUM QUALIFICATIONS

LEGAL CLERK I

- Equivalent of one (1) year full-time, general office experience involving typing; OR
- One (1) year of relevant college or business school training; AND
- Applicants must be able to type at least 35 WPM (net corrected).

For the full listing of Minimum Qualifications for the **Legal Clerk I**, scan the QR Code or [click this link](#)



LEGAL CLERK II

- One (1) year of experience as a Legal Clerk I in County Government; OR
- Two (2) years of general clerical experience of which one (1) year involved work in a law enforcement, legal secretarial/clerical secretarial capacity; AND
- Applicants must be able to type at least 35 WPM (net corrected).

For the full listing of Minimum Qualifications for the **Legal Clerk II**, scan the QR Code or [click this link](#)



LEGAL CLERK III

- One (1) year of experience as a Legal Clerk II in County Government; OR
- Three (3) years of general clerical experience of which two (2) years involved work in a law enforcement, legal secretarial/clerical secretarial capacity (One year of relevant college or business school training may be substituted for one year of the general clerical required experience); AND
- Applicants must be able to type at least 35 WPM (net corrected).

For the full listing of Minimum Qualifications for the **Legal Clerk III**, scan the QR Code or [click this link](#)



Proof of education will be required for verification purposes at the time of application. Applicants who are unable to submit proof must call 209-525-6341 to make other arrangements. Failure to submit proof will result in disqualification.

DESIRABLE QUALIFICATIONS

In addition to the minimum qualifications, applicant screening may focus on the following desirable qualifications. Please list any of these qualifications you may have within the "Duties" section of the online application.

- A typing certificate, within 4 years, of 35 WPM (net corrected) from any temporary agency or comparable institution. The certificate must be a three to five minute timed test OR
- Verification of data entry ability at a speed of not less than 7,000 strokes per hour (accurate and skillfully).

Please note that it is in the best interest of the candidate to submit a typing certificate as some departments will only consider hiring those that attach one at application.



**STANISLAUS
COUNTY HUMAN
RELATIONS**

Take Your Place.



JOIN OUR TEAM and receive a bonus worth **UP TO \$10,000** or 21 additional days of leave time!*

*EMPLOYEE CHOICE BONUS PLAN ALLOWS ELIGIBLE EMPLOYEES TO RECEIVE A BONUS WORTH \$5,000-\$10,000 OVER THREE ANNUAL INSTALLMENTS

YOU CHOOSE: One month's worth of

Scan the QR code with a camera app to watch the Employee Choice Bonus Plan video!



Cash Payout

Redo that kitchen or paydown debt.

It's all yours.



Leave Time

Take a little extra time off and enjoy yourself.

You've earned it.



Deferred Compensation

Reduce some taxable income and receive it later.

Why not?



**STANISLAUS
COUNTY HUMAN
RELATIONS**

Take Your Place.



clubwellness
myclubwellness.org

Employee Choice Bonus Plan

UNDERSTANDING THE DETAILS



JOIN OUR TEAM BY JUNE 30TH, 2025 TO BE ELIGIBLE!

The following Employee Choice Bonus Plan is designed to allow eligible employees, current active full-time employees or those hired full-time on or before June 30, 2025, to choose one of the three bonus incentive options (one-time option, non-revocable) they would like to receive:



Option 1 BONUS CASH PAYMENT

(Default if employee declines to make a choice)

- One month of salary (168 hours) paid in cash over three annual installments at the highest step or top of band of the classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.



Option 2 BONUS LEAVE TIME

- 168 hours of bonus leave time allocated within three annual installments.
- Bonus Leave Time would be administered in the same capacity as standard vacation including compensation rate, request and approval, and reporting expectations.
- Bonus Leave Time will have no cash value and cannot be cashed out at resignation, termination, or retirement.
- Must use the bonus leave time prior to the expiration date, as there is no carry over after the bonus leave time expires.



Option 3 BONUS DEFERRED COMPENSATION CONTRIBUTION

- One month of salary (168 hours) paid over three annual installments into the employee's Nationwide Deferred Compensation account at the highest step or top of band of classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.

Eligibility for Employee Choice Bonus Plan



- Must be an active full-time employee on each vesting date and during the pay period of the payment date to receive each payment.
- Full-time employees on an unprotected unpaid leave on the vesting date are ineligible for that specific payment.
- Employees that separate from full-time service prior to a vesting date will no longer be eligible for that specific payment.
- Employees that receive one or two payments, separate from full-time service and then return to full-time service are excluded from eligibility to receive further payments of any kind.
- Employees that leave full-time service prior to receiving any payments, and then return to full-time service on or before June 30, 2025, are eligible to receive future payments in accordance with their new hire date.



COMPENSATION & BENEFITS

Approximate Annual Base Salary:

\$40,851 - \$56,617 Annually

The County of Stanislaus provides a competitive and comprehensive benefits package for regular full-time County employees including:

- Excellent retirement benefits (2% at approximately age 62 formula)
- Medical, dental, vision, and basic term life insurance plans
- 2 weeks annual vacation upon entering County service
- 16 additional vacation hours annually
- 96 hours of sick leave annually 12 paid holidays annually
- Optional participation in Flexible Spending Account programs
- Optional Supplemental Life & AD&D insurance plans
- Employee Assistance Program

Details available upon request

RECRUITMENT INCENTIVES:

Employee Choice Bonus Plan:

Stanislaus County now offers an employee bonus worth up to \$10,000 or 21 additional days of leave time! Visit stanjobs.org for details.

Career Ladders:

We offer valuable tools to help plan your career with Stanislaus County. Find ways to grow and develop within the organization— from Human Resources to Public Safety to IT.

Learning Institute:

Whether you're a new employee or looking to acquire new skills, our Learning Institute offers a chance to take on new challenges and ways to consistently hone and improve skills.

WELLNESS BENEFITS

The Mission of Club Wellness is to facilitate and encourage the "good health" of the county workforce.

"Good health" is a state of complete physical, social and mental well-being, and not merely the absence of disease or infirmity; health is a resource for everyday life, not the object of living, and is a positive concept emphasizing social and personal resources as well as physical capabilities. The program seeks to increase awareness and knowledge of all employee benefits, nurture a team spirit and positive health behaviors, to motivate employees to adopt healthier habits and to provide opportunities and a supportive environment to create positive lifestyle changes.



CLASSIFICATION INFORMATION

Unless otherwise provided, this position is part of the Classified Service of the County and is assigned to the Office Worker/Clerical bargaining unit for labor relations purposes.

Individuals who are in a full-time classified position are required to serve a twelve-month probationary period, which may be extended an additional six months for a total of eighteen months.

Part-time extra-help is a provisional classification where permanent status may not be obtained. This position is subject to overtime, standby, shift, and callback assignments and will perform related duties as assigned. This position is non-benefited except for participation in a 401a program with Nationwide.

The Job Task Analysis provides information detailing the physical and functional demands of the classification. For the complete job task analysis, visit the Risk Management website at <http://www.stancounty.com/riskmgmt/> under the "Disability" tab.

APPLICATION PROCEDURES/FINAL FILING DATE: March 19, 2025 or after 150 applications

Written Examinations are tentatively scheduled the week of March 31, 2025

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications.

Resumes will not be accepted in lieu of a completed application.

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

RECRUITMENT ACCOMMODATIONS

Arrangements may be made to accommodate disabilities and religious convictions. Applicants requiring testing accommodations are required to complete and submit the Testing Accommodations Request Form prior to the test administration date. Special arrangements for religious convictions should be included in the "Additional Information" section of the application form.

GENERAL QUALIFICATIONS

- Pass County-paid pre-employment job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Maintain confidential information according to the legal standards and/or County regulations as required.

APPLICATION AND/OR EXAMINATION APPEAL RIGHTS

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

DISCLAIMER

Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understanding(s), and such information prevails over information contained in this flyer. Questions regarding this bulletin may be directed to the Stanislaus County Chief Executive Office/ Human Resources.