

COURT RECORDS SYSTEM CLERK I SHERIFF

Sheriff's Department
University Centre Building, Professional Examinations Unit
101 Centre Plaza Drive
Monterey Park, CA 91754
(323) 526-5611
<http://easier.ca.la.ca.us/jobs/cbscripts/Careersapp.cfm?ExamNo=J2238C&Bulletin=770-2781>

SALARY: \$2,511.00 - \$3,370.64 **MONTHLY** **EXAM NUMBER:** J2238C

POSITION INFORMATION:

Positions allocable to this class perform a wide range of specialized clerical work and data entry functions with close supervision in a large law enforcement Legal Records Processing Unit.

ESSENTIAL JOB FUNCTIONS:

Conducts data entry of small claims filed with Superior Court.

Researches and extracts technical data, and explanations of laws, policies and procedures.

Collects payment of variable fees.

Provides customer service (answer questions, and/or concerns) in person at the counter or over the phone.

Reviews documents for completeness, accuracy and compliance with legal and other requirements.

Searches records and files for data where judgment and discrimination are required in selecting or abstracting materials.

Opens, sorts, initials, time stamps, routes, and/or rejects (if necessary) incoming mail.

SELECTION REQUIREMENTS:

OPTION I: Two years' **paid** specialized office clerical experience in County service at the level of County of Los Angeles class of Intermediate Clerk/Intermediate Typist Clerk.*

OPTION II: Three years' **paid** office clerical experience outside County service.

OPTION III: A Certificate** or Associate of Arts Degree** in Clerical Procedures or Office Administration from an accredited*** college.

TYPEWRITING SKILL: Ability to type at the rate of 40 net words per minute.

Records System Clerk Sheriff Test Study Guide

Clifford Lane



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