

We're Hiring!



CLERK I

Bargaining Unit: SEIU 1021 - Clerical (010)
\$23.60-\$26.85 Hourly / \$1,770.00-\$2,013.75 Biweekly /
\$3,835.00-\$4,363.13 Monthly / \$46,020.00-\$52,357.50 Yearly
Hours: 8:30 am – 5:00 pm.
Monday through Friday

The District Attorney's Office is presently recruiting for entry level clerk I, a file room position to serve at the Rene C. Davidson Courthouse located at 1225 Fallon Street Room 900, Oakland CA 94612. Incumbents perform under close supervision a variety of general clerical duties and do related work as required.

HOW TO APPLY

Please send us a cover letter and resume, also complete our DA job application.

Email to the District Attorney Personnel Unit at
dajobs@acgov.org.

The District Attorney's Office is an Equal Opportunity Employer. All qualified candidates, regardless of race, ethnicity, gender or physical ability are encouraged to apply.

QUALIFICATIONS:

Possession of the required knowledge and abilities listed below is proof of sufficient education and experience for this class.



1 License:

Possession of a valid Driver's license may be required for certain positions.

2 Knowledge of:

- Basic elements of correct English usage, grammar, spelling, punctuation and arithmetic.
- General office practices, equipment, business correspondence.
- Multi-line telephone system.

3 Ability To:

- Perform general clerical work (typing, filing, reception) and learn the specific operations, procedures, and equipment of the office.
- Perform arithmetical computations.
- Understand and follow oral and written directions.
- Establish and maintain cooperative relations with the public, and other employees.
- Identify and correct errors in basic spelling, English grammar and math.
- Learn specific operations and procedures of job.
- Plan and organize one's own workload and files.
- Screen telephone calls and take complete and accurate messages.

EXAMPLES OF DUTIES

- 1.** Filing brown files by court case number. Receives, pulls, and files legal documents.
- 2.** Searching for cases in our database on calendar for the current day, pulling files, organizing them in alphabetical order for court.
- 3.** Log all books/Penal Codes received. Enters data and information from an established group of source documents, using standard references in a prescribed order and/or format into a database or computer system.
- 4.** Use FileNet to search for scanned files then download file into a shared drive for attorneys.
- 5.** Pick up court documents from criminal clerk's office on first floor and delivers to appropriate staff. Maintains control records or logs of the activities of a unit including work received, status of work in progress, work completed, and renewal actions required; prepares statistical summaries of the work activity of the unit.
- 6.** Check the file room box on 9th floor and bring documents to file room and file into correct files.
- 7.** Check printers on 9th floor to ensure fully stocked with paper. If out of paper refill. Bring boxes of paper from storage to store near printers. Various paper request from all offices in our department for this building. Bring boxes of paper to inspector's division, mental health etc.
- 8.** Check various offices to ensure confidential bins are empty. If full, replace with empty bin.
- 9.** Process probation request for police reports and disposition summary sheets.
- 10.** Searches and retrieves computer file information using various computer systems.
- 11.** Segregates and routes incoming mail and delivers mail throughout an office or location less than 50 percent of the time; operates office equipment and devices such as postage metering equipment, FAX, teletype, computers, printers, typewriters, automatic copiers, and mail inserting and folding machines; and prepares documents for mass mailings.

BENEFITS:

Alameda County offers a comprehensive and competitive benefits package that affords wide-ranging health care options to meet the different needs of a diverse workforce and their families. We also sponsor many different employee discount, fitness and health screening programs focused on overall wellbeing. These benefits include but are not limited to*:

For your Health & Well-Being

- Medical – HMO & PPO Plans
- Dental – HMO & PPO Plans
- Vision or Vision Reimbursement
- Share the Savings
- Basic Life Insurance
- Supplemental Life Insurance (with optional dependent coverage for eligible employees)
- County Allowance Credit
- Flexible Spending Accounts - Health FSA, Dependent Care and Adoption Assistance
- Short-Term Disability Insurance
- Long-Term Disability Insurance
- Voluntary Benefits - Accident Insurance, Critical Illness, Hospital Indemnity and Legal Services
- Employee Assistance Program

For your Work/Life Balance

- 11 paid holidays
- Floating Holidays
- Vacation and sick leave accrual
- Vacation purchase program
- Catastrophic Sick Leave
- Group Auto/Home Insurance
- Pet Insurance
- Commuter Benefits Program
- Guaranteed Ride Home
- Employee Wellness Program (e.g., At Work Fitness, Incentive Based Programs, Gym Membership Discounts)
- Employee Discount Program (e.g., theme parks, cell phone, etc.)
- Child Care Resources
- 1st United Services Credit Union

For your Financial Future

- Retirement Plan - (Defined Benefit Pension Plan)
- Deferred Compensation Plan (457 Plan or Roth Plan)

***Eligibility is determined by Alameda County and offerings may vary by collective bargaining agreement. This provides a summary of the benefits offered and can be subject to change.**