



# Office of the District Attorney Alameda County

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District Attorney  
alcoda.org

## CLERK I

(\$1,970.25-\$2,241.00 Biweekly)

Monday through Friday (Hours: 8:30am-5:00pm)

## JOB DESCRIPTION

The District Attorney's Office is presently recruiting for entry-level clerical positions to serve at one of five courthouse locations throughout Alameda County. The duties may include answering telephones, pulling, and refiling case files, special copy projects, typing and/or word processing and various other clerical duties. Applicants must possess basic computer skills. Duties may be periodically rotated at the discretion of the immediate supervisor.

In-house candidates will be considered for a lateral transfer. Appointments will be based on an evaluation of experience, skills, knowledge and demonstrated abilities.

### **Applicants should possess the following skills and abilities:**

Receptionist, assisting visitors and callers by referring them to sources of information, distributing forms and explaining their completion, and answering requests for information by consulting various available sources; may operate a cord-equipped switchboard and via Microsoft teams.

Inserts and extracts materials from subject-matter files, classifies material by nature or subject matter, and prepares new file folders as needed.

Extracts data from an established group of source documents, using standard references; codes materials for entry into a data processing system.

Prepares a variety of correspondence, forms, legal documents, reports, articles, technical specifications, memoranda, resolutions, minutes of meetings or hearings, and other written communications from written copy, dictation machine recordings, stenographic notes, or detailed procedural guides.

Maintains control records 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.

Receives and discharges books and other library materials; prepares materials for circulation;

maintains circulation records and sends overdue notices; may maintain a departmental library.

On referral from supervisor, or after personally screening correspondence, answers routine requests for information by enclosing materials or sending form letters; composes routine letters on factual subjects.

Receives and files legal documents checking for correct form and completeness; schedules hearing dates; records and issues form notices or legal actions; receives and records fines, bail, and bonds.

Routes incoming mail; operates office machines and devices such as automatic copies; receives and charges out supplies.

### **Minimum Qualifications:**

- (1) Be a high school graduate or possess a G.E.D. certificate.
- (2) Have the equivalent of one-year full-time experience in clerical work or completion of a clerical training course; and
- (3) Have knowledge of basic elements of correct English usage, spelling, and basic arithmetic.
- (4) Possess Basic elements of good English usage, spelling, and arithmetic.

Applicant must be able to pass a health history examination and LiveScan background check.

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 well being. 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 Financial Future**

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

### **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
- 1<sup>st</sup> United Services Credit Union

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

### **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](mailto: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.**