



Superior Court of California County of Calaveras

Court Clerk I/II/III

Position Definition

This class specification describes a three-level flexibly staffed classification series. Under varying levels of supervision, incumbents assigned to the Court Clerk series receive, examine, prepare, and process a variety of legal documents in support of court operations, and perform related duties as required. Promotion through classification levels is not automatic and requires mastering of pre-established support functions as outlined in the court's Performance Coaching and Professional Development System the recommendation of the Court Manager, and the approval of the Court Executive Officer or her/his designee.

Distinguishing Characteristics

Court Clerk I - This is the training- and entry-level position of the Court Clerk series. Under close supervision, incumbents are trained to process applicable legal forms and documents; collect, distribute, and balance fees and deposits of funds; and learn the necessary and appropriate legal terminology and procedures in support of one or more of the assigned operational functions of the Court (accounting/traffic, jury, appeals, civil, family law, probate, small claims, juvenile, and criminal). Incumbents perform a wide variety of moderately difficult clerical work requiring the ability to choose from a limited number of alternatives in solving routine problems in a training/entry-level capacity. As tasks are learned, direct supervision decreases and the incumbent is expected to perform at the top of the entry level, eventually rotating through and demonstrating proficiency in a variety of assignments within an assigned unit or court team. This class is distinguished from the next higher class of Court Clerk II in that incumbents in the latter class routinely perform clerical duties in support of one or more operational functions requiring the exercise of initiative and judgment significantly beyond that of the entry level, and shall be in training to perform courtroom duties.

Court Clerk II - This is the journey-level position of the series. Incumbents under varying levels of supervision perform a wide range of clerical and case processing duties and shall be in training to perform courtroom duties. Incumbents perform difficult clerical work in support of one or more operational functions, requiring the application of policies and procedures and the use of legal rules and codes. They may assist the public in stressful situations referring them to sources of information such as policies, procedures, rules and codes. Incumbents are assigned specific areas of responsibility and provide input to the unit or team on how their work processes

can be improved to enhance efficiency, accuracy, and customer service. This class is distinguished from the next higher class of Court Clerk III in that incumbents assigned to the III level are experienced in specialized complex case processing and courtroom duties, and where assigned to the courtroom, are able to function independently.

Court Clerk III - This classification is the advanced journey-level position in the court clerk series. Incumbents, under limited supervision, perform in support of several operational functions, advanced case processing and courtroom support duties of a specialized and complex nature and shall provide training to subordinate staff. Assigned individuals have demonstrated the ability to work independently of daily supervision and receive minimal supervision from supervising staff. Incumbents are expected to serve as role models, modeling the mission and values of the court; perform work requiring superior problem solving skills; use significant independent judgment in the interpretation and application of rules, procedures, and policies; and provide significant input to the unit or team on how their work processes can be improved to enhance efficiency, accuracy, and customer service. This class is distinguished from the next higher class of Court Clerk IV in that the Court Clerk IV performs “lead duties” and may perform the duties of the Court Manager in their absence.

TYPICAL ESSENTIAL FUNCTIONS/DUTIES ASSIGNED TO COURT CLERK I LEVEL

- 1. Depending on assignment and under the direction and supervision of the supervisor, duties may include, but are not limited to, the following:**
 - Receives and examines legal documents for accuracy, completeness and conformity to requirements; returns unacceptable documents; affixes seals and stamps to endorse, certify and file documents.
 - Receives, reviews, processes, certifies and prepares required legal documents and records for court sessions.
 - Prepares and maintains documents and exhibits; files legal documents and related case materials; retrieves and delivers files and documents to court or appropriate parties; maintains court records and files.
 - Advises attorneys, agencies and the public on the status of cases in a professional and courteous manner; provides procedural information; answers inquiries and explains filing processes; explains fees and fines; assists individuals in locating material and information.
 - Prepares documents in conformance with court orders, issues legal documents, such as warrants, writs, subpoenas, abstracts and other official documents on behalf of the court in accordance with policies and procedures; recalls warrants, exonerates bail, prepares judgments and dismisses or seals cases in accordance with established codes and court procedures.
 - Accepts fines and fees; maintains and updates financial records.
 - Prepares court calendars and/or schedules cases for hearings, conferring with the appropriate individuals according to established procedures; distributes calendars and related case files for review.

- Performs a variety of office and court support work; prepares letters, correspondence, forms and other documents; maintains copies of documents; operates computers, maintains and updates files and databases; generates computer reports; performs word processing; operates office equipment; maintains and retrieves archived records.
- Performs other duties as assigned.

TYPICAL ESSENTIAL FUNCTIONS/DUTIES ASSIGNED TO II-III LEVELS:

2. In addition to the duties of a Court Clerk I, depending on assignment, duties may include, but are not limited to, the following:

- Attends Court sessions; takes minutes of actions and proceedings; request clarifications of instructions and order of actions to properly note the official court record.
- Impanels and polls jurors, records challenges, administers oath or affirmations to witnesses and jurors and records jury service and compensation due to jurors.
- Maintains court records and files, such as records of court-appointed counsel and experts; receipts, marks and takes custody of evidence.
- Prepares a variety of documents related to court operations and coordinates the flow of documents necessary for court assignment; arranges for interpreters, pro-tem judges and assigned judges.
- Performs difficult and complex duties related to reviewing legal documents and examining them for accuracy, completeness and conformity to requirements.
- Prepares documents related to the processing of appeals.
- At the direction of the judge, prepares and issues legal orders, such as warrants, writs, orders, subpoenas, abstracts and other official documents on behalf of the court; recalls warrants, exonerates bail, prepares judgments and dismisses or seals cases in accordance with established codes and court procedures.
- Oversees the management of special program areas.
- May provide procedural assistance to self-represented litigants at the Self-Help Center and schedule appointments for Family Law Facilitator and Mediator.
- Is willing and able to accept cross training and work assignments in all units.
- Assists and cooperates with the cross-training of other Court Clerks.
- At the III level, may perform special assignments.
- At the III level, may be assigned to train and mentor other court clerks in various court procedures.
- Performs other duties as assigned.

Required Skills and Abilities for the Court Clerk Classification:

3. The following knowledge, skills and abilities are typically required of every employee assigned to any court clerk classification:

- Establishment and maintenance of filing and information retrieval systems.
- Personal computers and standard software applications related to court support work.
- Basic filing and financial record keeping systems.

- Basic accounting practices.
- Office procedures and practices.
- English grammar, punctuation and spelling; communicate effectively using the English language, both orally and in writing.
- Mathematics sufficient to take and receipt cash money, accurately calculate and give change, balance a cash drawer and perform calculations using addition, subtraction, multiplication and division.
- Accurately set up, monitor and maintain financial records.
- Work independently and follow instructions.
- Establish and maintain cooperative working relationships with others, individually and in a team environment.
- Learn court policies, procedures, documents and terminology affecting assigned functions.
- Ability and willingness to accept varied work assignments.
- Maintain confidential information.
- As an essential function of this position, the employee must be able to handle high levels of stress satisfactorily and be congenial with other employees, court professionals and the public.

4. Any employee assigned to any Court Clerk classification must not contribute to or create a hostile work environment:

- Employee shall not engage in any activity that unreasonably interferes with the performance of any other employee, such as sexual harassment, unlawful discrimination or any other behavior that unduly demeans or intimidates another employee.

5. Employees Must Meet the Following Special Requirements:

- Ability to sit for extended periods of time; frequently stand and walk or otherwise move within the court; normal manual dexterity and eye-hand coordination; corrected vision to normal range; verbal communication; use of office equipment, including computers, telephones, calculators, copiers and fax machines; lift boxes of stored documents weighing up to 30 pounds.
- Tolerate exposure to: evidence and testimony that may be disturbing, such as photographs of murder scenes and victims; evidence that may include syringes, drugs, weapons and blood; defendant and witnesses who may potentially be verbally or physically abusive, allergens, such as perfumes and dust; and unpleasant odors, such as unwashed clothing, chemicals offered into evidence and unwashed people.
- Maintain possession of a current and valid California driver's license. Employees who are unable to operate a motor vehicle, due to a medically documented disability as defined by the Americans with Disabilities Act, must be able to provide alternate forms of transportation, which may be required to perform job functions.

COURT CLERK II-III REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

In addition to the knowledge, skills and abilities of Court Clerk I , the following knowledge, skills and abilities are typically required of employees assigned to the **Court Clerk II-III** levels.

Promotion through classification levels requires mastering of pre-established support functions as outlined in the court's Performance Coaching and Professional Development System, the recommendation of the Court Manager, and approval of the Court Executive Officer or their designee. Other conditions of employment may also be required.

6. Employee must have proficient knowledge of:

- Legal procedures, documents and terminology used in court cases.
- A variety of policies, rules, procedures and regulations.
- The court's case management system and statistical reporting requirements.
- Statutes, policies and procedures, documents and terminology affecting assigned functions.

7. Employee must have the ability to:

- Perform a wide variety of complex and specialized clerical and accounting support work.
- Interpret, explain and apply a variety of policies, rules, procedures and regulations.
- Locate, read and understand statutes and instructions related to court processes and proceedings.
- Understand and follow court calendar procedures.
- Gather, organize and present a variety of data and information.
- Prepare clear, concise and accurate minutes, records, reports; attend court sessions and perform a variety of support functions .
- Effectively represent the court in responding to inquiries, providing assistance and dealing with concern from the public, community organizations, other County staff and agencies.
- Perform a wide range of case processing functions.
- Take and transcribe notes of court proceedings.
- Prepare and maintain court calendars.
- Work proactively and interact positively with all court staff, other staff contacted during the course of performing job duties, and the public.
- At the III level, perform work demonstrating superior problem solving skills and must possess the knowledge, skills, and ability to oversee the management of special program areas.
- At the III level, must possess the knowledge, skills, and ability to perform specialized complex case processing and/or effectively perform all courtroom duties.

EDUCATIONAL AND WORK EXPERIENCE REQUIREMENTS

Educational Experience Court Clerk I-III

High school diploma or its equivalent.

Work Experience

Court Clerk I

One (1) year of experience performing clerical and public contact duties or equivalent two years college.

Court Clerk II

One (1) year of experience as a Court Clerk I or similar classification from another court and achievement of the appropriate level of accomplishment under the court's employee development program.

OR

Three (3) years of experience performing legal clerical and public contact duties in a legal setting.

Court Clerk III

Two (2) year of experience as a Court Clerk II or similar classification from another court, and achievement of the appropriate level of accomplishment under the court's employee development program.

OR

Four (4) years of experience performing legal clerical and public contact duties in a legal setting.