

CLASS SPECIFICATION

Yuba County Superior Court

August 2006

CLASS TITLE: COURT CLERK II

FLSA STATUS: Non-Exempt

BARGAINING UNIT: YCSC General Bargaining Unit

JOB SUMMARY:

To receive, examine, prepare and process a variety of legal documents, provide judicial support services, and perform courtroom clerical functions in support of the operations of the Superior Court; and to perform related duties as required.

CLASS CHARACTERISTICS

This is the journey level classification of the Court Clerk series. Incumbents will have successfully completed Court Clerk I training and a probationary period. Court Clerk II is distinguished from Court Clerk I in that the latter is a training classification responsible for limited case processing and courtroom duties, as well as general clerical functions. The Court Clerk II performs a wide range of case processing and courtroom support functions within a major division of the court. Court Clerk II is distinguished from Court Clerk III in that the latter must demonstrate competency in complex case processing and courtroom/judicial support functions.

ESSENTIAL JOB FUNCTIONS:

The following duties are typical of those performed by the incumbent in this classification; however, other duties may also be required:

- Receive and examine legal documents for completeness and conformity to requirements; process documents according to established procedure; maintain court files and archives; retrieve and deliver files and documents to appropriate parties.
- Maintain working knowledge of applicable state and local rules.
- Accept and record fees, fines, forfeitures and bail; make appropriate entries in electronic accounting system; balance cash drawers.
- Provide information regarding court policies and procedures; answer inquiries pertaining to court records and provide assistance to the public in accessing court services and programs.
- Verify, enter, retrieve, correct and update information in the court=s automated case management system (CMS).
- Assign matters to proper division of the court; make appropriate CMS entries to calendar events; prepare, distribute and post court calendars.
- Prepare notices and type forms, documents, reports and correspondence; process mail for proper distribution; copy legal documents.
- Trial jury and grand jury management, maintain, update, qualify and monitor jury pool to meet court=s needs.
- Support of judges and administration, including secretarial and receptionist duties.
- Coordinate court reporters, interpreters and visiting judges.
- Process court documents for appeals; prepare case files ensuring that all necessary documents are included, maintain security of court records.

- Order and maintain judicial research tools.
- Courtroom management, including clerking court proceedings and creating the official record; preparing clear, concise, legible minutes which accurately reflect what transpired in the court proceedings in a well-organized, proper format.
- Record decisions, verdicts and judgments; issue writs, abstracts, orders and official notification of court proceedings.
- Draw juries and administer oaths; mark, inventory, maintain and dispose of exhibits.
- Prepare or answer correspondence related to court procedures and disposition of cases.
- Prepare and issue bench warrants, prepare and send State Prison abstracts and DMV abstracts.
- Schedule ex parte matters and notify appropriate parties.
- Gather and compile information for various reports.
- Perform other related work as required.

QUALIFICATIONS:

Knowledge of:

- Modern office equipment, including typewriters, fax machines and photocopiers.
- Desktop computers and software applications, including word processing and database applications.
- Proper maintenance of records, preparation of correspondence and reports; filing, indexing and cross-referencing methods.
- Tabulating and posting data and basic mathematical computations.
- Principles of English grammar, spelling and punctuation.
- Basic public contact and customer service techniques.
- Effective team participation in a public service environment.
- Court methods and practices, legal terminology and document processing and court accounting procedures.
- Courtroom protocol and procedures.
- Code of Ethics for California Court Employees; State and Local rules of Court.

Ability to:

- Type accurately and enter data into a computer system from clear copy and/or rough notes at a speed sufficient to perform assigned duties; operate a variety of office equipment including personal computers.
- Review documents for accuracy, completeness and conformity with legal requirements; learn relevant legal terminology; demonstrate ability to accurately capture detail; maintain complex records; follow standardized procedures.
- Communicate clearly both verbally and in writing, understand and follow through with written and verbal instructions, establish and maintain effective working relationships with judicial officers, attorneys, fellow employees and the general public.
- Take and transcribe accurate minutes of court proceedings, maintain appropriate courtroom decorum and independently organize and prioritize assigned duties.
- Perform routine legal research; read, interpret and apply technical and legal materials and requirements; reason analytically and organize facts, use sound judgment in carrying out responsibilities; evaluate situations and resolve problems; prioritize work; meet deadlines.
- Work as part of a team and independently.
- Maintain flexibility in a challenging work environment.
- Understand and maintain appropriate confidentiality.
- Type at net rate of 40 words per minute.

Experience:

Minimum ONE year experience in the classification of Court Clerk I in the Trial Courts OR THREE years of full-time paid clerical experience which provides familiarity with a wide variety of legal documents with at least one year legal experience.

Working Conditions:

Newly appointed incumbents may be required to pass a detailed background investigation.

Physical Demands:

Incumbents in this class are expected to work inside buildings; to work either alone or closely with others; to lift and carry objects weighing up to 25 pounds; to move about; to sit for long periods of time. Some bending, stooping, and/or squatting may be required. Considerable walking may be involved.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.