

CLASS SPECIFICATION

Yuba County Superior Court

October 2006

CLASS TITLE:	COURT CLERK III
FLSA STATUS:	Non-Exempt
BARGAINING UNIT:	YCSC General Bargaining Unit

JOB SUMMARY:

To provide a variety of complex case processing, judicial/administrative support and courtroom clerical functions which require an advanced knowledge of court and legal processes; provide varied, complex support to judges and court administration; perform related work as assigned.

CLASS CHARACTERISTICS:

This is the advanced journey level classification for the Court Clerk series and differs from Court Clerk II in that incumbents perform a wide variety of advanced, difficult and complex clerical, case processing and courtroom duties. Incumbents perform work requiring significant independent judgment in the interpretation and application of rules, procedures and policies of their assigned division.

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 procedures; maintain court files and archives; retrieve and deliver files and documents to appropriate parties.
- Accept and record fees, fines, forfeitures and bail; make appropriate notations in electronic accounting system; balance cash drawers.
- Verify, enter, retrieve, correct and update information in the court's automated case management system ("CMS".)
- 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.
- Assign matters to the appropriate department 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.
- Attend court sessions, record and transcribe minutes, prepare official records of court proceedings, record decisions, verdicts and judgments; issue writs, abstracts, orders and other official notification of court proceedings.
- Draw juries and administer oaths; mark, inventory, maintain and dispose of exhibits.
- Prepare memoranda, reports, forms, correspondence and other documents from rough drafts and dictation equipment using word processing, spreadsheet and database management software; compose correspondence and documents from brief instructions; prepare agendas, attend meetings, take and transcribe notes or minutes.
- Coordinate the schedule of judges with those of court administrators, attorneys, prosecutor's staff, law enforcement officials and others participating in specific cases; schedule meetings and other activities.
- Log, sort and ensure that files and all relevant materials are available for cases as required; review documents and ensure that proper signatures are obtained and that documents are distributed to the proper offices or individuals.
- Receive and screen visitors and telephone calls, providing information which requires the interpretation

of court policies and procedures.

- Organize and maintain files; track the issuance of official documents; purge files and prepare documents and files for long-term storage and/or imaging.
- Follow up on projects; transmit information to other departments or to organizations outside the court; keep informed of the activities of the assigned division and dispense appropriate information.
- Routinely and independently perform administrative support tasks such as research.
- May direct and train assigned court staff.
- Provide a high level of support services to the judiciary, public and administrative staff.
- Maintain a high level of professionalism, flexibility, motivation and initiative.
- Perform other related work as required.

QUALIFICATIONS:

Knowledge of:

- Court methods and practices, legal terminology and document processing and court accounting procedures.
- Courtroom activities and procedures.
- Modern office equipment including computer systems, word processing and data base applications; office functions such as maintaining records, preparing correspondence and reports.
- Tabulating and posting data and basic mathematical computations.
- Effective team participation in a public service environment.
- Code of Ethics for California Court Employees; State and Local Rules of Court.
- Principles of proper business English including grammar, spelling and punctuation, basic public contact and customer service techniques.

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; be accurate and pay close attention to 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 work; meet deadlines.
- Provide varied, responsible clerical assistance to judges and court administration.
- Interpret, apply and explain complex policies and procedure.
- Use tact, discretion, initiative and independent judgment within established guidelines.
- Work effectively under conditions that require speed, accuracy and quick decision making.
- Communicate in an effective and supportive manner with the judiciary, public, co-workers and other agencies.
- Understand and maintain appropriate confidentiality.
- Take initiative in solving problems.
- Operate independently with minimal supervision; lead the work of other staff.
- Maintain flexibility in a challenging work environment.

Experience

TWO years experience as a Court Clerk II for the Trial Courts and demonstrated competencies at the journey level in both courtroom and case processing functions OR demonstrated knowledge of other court-related specialized field OR four years of responsible legal clerical experience which provides familiarity with a wide variety of legal documents.

Working Conditions:

Newly appointed incumbents will be required to pass a detailed background investigation, drug screening and be bondable.

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.