

CLASS SPECIFICATION

Yuba County Superior Court

Revised October 2010

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

JOB SUMMARY

To provide training, consultation and leadership to staff; perform a variety of complex case processing, judicial support and courtroom clerical functions requiring advanced knowledge of court and legal processes; and to perform other duties as assigned.

CLASS CHARACTERISTICS

This is the highest classification level of the court clerk series and distinguished from Court Clerk III by the scope of responsibility and complexity of duties assigned. Incumbents, under general supervision, perform duties that are complex and technical in nature and require advanced expertise and specialized knowledge. Incumbents are required to perform work requiring significant independent judgment in the interpretation and application of rules, procedures and policies; and/or provide lead direction, training and mentoring of lower level staff. The Senior Court Clerk may provide direction to a division in the absence of the Court Services Supervisor.

REPRESENTATIVE DUTIES

- 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 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.
- Attend court sessions, recording and transcribing 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.
- Assist in directing the work of court personnel.
- Train staff in legal terminology and procedures, document processing, courtroom duties, document preparation and calendar duties; review work in progress and upon completion.
- Direct or personally perform the more complex preparation and processing of legal documents.
- Review and research information in case files; provide information and assistance to the public, co-workers and judicial officers.
- 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 individual.
- 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 so as to give out appropriate information.
- Assist administration in proper case flow management to provide efficiency and adherence to delay reduction standards; assist in the coordination of courtroom and staff and other matters affecting court calendars.
- May assist in the preparation of statistical reports and correspondence to various reporting agencies.
- Maintain and update court records and statistics; monitor workflow and make recommendations regarding personnel assignments.
- Assist in the development of new procedures and forms to reflect more efficient and effective processes and to respond to legislative changes; assist in the preparation and maintenance of procedural manuals; assist in the formulation of staff and office policies.
- Research and compile a variety of information materials.
- Serve as subject expert in area of assignment assisting in the development of operational policies and procedures in response to judicial requests, workload necessity or legislative action.
- Oversees records management activities in accordance with codes, rules, regulations, court orders, and guidelines.
- Ensures that court exhibits and evidence are properly received, securely stored, retrieved and documented in compliance with appropriate laws and local rules.
- Ensures that data is accurately entered into the case management system and other software.
- Testifies in court regarding exhibits held in custody as needed.
- Perform other related work as required.

QUALIFICATIONS

Knowledge of:

- Applicable rules and statutes relative to California Trial Court functions and procedures.
- Court methods and practices; legal terminology and document processing and court accounting procedures.
- Courtroom procedures and situations where priorities change frequently and public contact is high.
- Modern office equipment including computer systems, word processing and database applications; office functions such as maintain records, preparing correspondence and reports.
- Tabulating and posting data and basic mathematical computations.
- Code of Ethics for California Court Employees, State and Local Rules of Court.
- Judicial Council goals relating to access, fairness and diversity in the courts.
- Principles of proper business English including grammar, spelling and punctuation and basis public contact and customer service techniques.
- Effective team building and leadership skills.

Ability to:

- Provide direction and training to co-workers.
- Analyze complex problems, evaluate alternatives and make sound recommendations based on findings; exercise sound independent judgment within general policy guidelines.
- Prepare clear, concise and grammatically correct reports and correspondence; interpret laws, regulations and other materials.

- Maintain professionalism and composure and function appropriately under pressure or in stressful situations; maintain confidentiality.
- Review documents for accuracy, completeness and conformity with legal requirements; be accurate and pay close attention to detail; maintain complex records; follow standardized procedures; perform routine legal research; read, interpret, and apply technical and legal materials and requirements; reason analytically and organize facts; prioritize work and meet deadlines.
- Demonstrate strong leadership skills; establish and maintain effective working relationships with judicial officers, attorneys, fellow employees and the general public; effectively communicate both verbally and in writing.
- Effectively train, mentor and coach other court employees to develop competency in case-related and other operationally necessary tasks.
- Work effectively and cooperatively on various court committees, task forces and focus groups while maintaining general operational responsibilities.

Experience:

TWO years experience as a Court Clerk III 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 in a California Trial Court with demonstrated competencies in both courtroom and case processing functions, two of which must have been in a lead capacity.

Working Conditions:

Newly appointed incumbents will be required to pass a detailed background investigation, drug screening and be bondable. Incumbents use standard office equipment, including a computer, in the course of work; may drive a motor vehicle to attend meetings and visit work sites.

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; see well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.

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