

Job Title: Court Clerk Level I
Reports to: Court Operations Manager
Position Number 2001a/2002a

FLSA status: Nonexempt
UMC Code: 2001a/2002a
Date Modified: January 6, 2011

COURT CLERK LEVEL I

Position summary:

Under close supervision, performs a full range of clerical duties in support of Court operations.

Role qualifications:

Must collaborate with coworkers to provide the public, Court staff, attorneys, outside agencies, and judicial officers the highest level of customer service in accordance with the policies and procedures of the El Dorado Superior Court.

Distinguishing characteristics:

Court Clerk I is an entry-level class. It is distinguished from Court Clerk II class in that it is a training position. Incumbents learn a variety of detailed Court operations support work.

Essential functions:

Representative functions include, but are not limited to:

- Support Court operations by:
 - Reviewing, filing, conforming, and processing of all documents;
 - Preparing Court calendars as required;
 - Processing case dispositions;
 - Performing ongoing records management, e.g., organizing documents in files, placing files on file shelves in proper order, purging, archiving;
 - Providing assistance and backup to all coworkers as required;
- Assist the Court in meeting reporting requirements by accurately maintaining case statistics;
- Explain to and assist the public with legal filing processes, procedures, and policies of Court operations; explain applicable laws, rules, policies, and procedures to staff, public, other agencies, attorneys, and bail bond companies in person and on the telephone;
- Perform daily accounting as required in accordance with Court policy; accept fines and routine filing fees, compute filing and related fees, make appropriate journal entries, issue receipts, and balance cash drawers;
- Perform all other related duties as assigned.

Knowledge, skills, and abilities:

- Limited knowledge of the legal system and Court procedures, practices, and terminology;
- Knowledge of general office procedures, including filing, records management practices and procedures; organizing and maintaining accurate files and records;
- Knowledge of basic business data processing principles and practices, including word processor, database, and report formats using preprogrammed case management software;
- Knowledge of correct English usage, including grammar, spelling, punctuation, and business letter writing;
- Knowledge of business arithmetic;
- Keyboard and typing skills to prepare timely, error-free correspondence, reports, and other documents and to ensure the workflow is processed timely and accurately.
- Ability to organize and prioritize work, meet critical deadlines, and coordinate multiple tasks;
- Ability to establish and maintain effective working relationships with those contacted in the course of work, including the public, attorneys, and judicial officers;
- Ability to prepare clear, accurate, and effective correspondence, reports, policies, procedures, and other written materials;

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- Ability to maintain strict confidentiality.

Education and experience:
High School diploma or GED;

AND one year of full-time general clerical or office assistant experience. Court volunteer/intern experience is acceptable for general clerical or office experience.

A Bachelor's degree or Paralegal certificate can be substituted to meet the above minimum qualifications for education and experience.

Reporting to this position:
No direct reports.

Physical demands and work environment:

- Physical demands:
 - Exerts up to 20 pounds of force occasionally, or up to 10 pounds of force constantly to move objects;
 - Arranges records in file cabinets, drawers, and boxes;
 - Walks to obtain files and records and stands while arranging them.
- Work Environment:
 - No environmental factors.

Other requirements:

- Possession of a valid Driver's License at the time of appointment. *This requirement will be reviewed on a position basis in accordance with ADA regulations.*
- Criminal History and Background Check – Candidates are required to pass a fingerprint clearance by the Federal Bureau of Investigation (FBI) and Department of Justice (DOJ)

Classification Status	GE
Representation Unit	None
FLSA	Non-Exempt
Established	01/06/2011
Revised	
Previous Title	

General sign-off: The employee is expected to adhere to all Court policies.

I have read and understand this explanation and description of the classification.

Signature: _____ Date: _____