

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

FLSA status: Nonexempt
UMC Code: 2001a/2002a
Date Modified: April 26, 2018

COURT CLERK LEVEL II

Position summary:

Under direct 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:

The Court Clerk II class is an intermediate class in which incumbents have demonstrated proficiency in at least one function or department of the Court (Civil, Small Claims, Traffic, etc.).

The Court Clerk II class is distinguished from the Court Clerk I class in that incumbents in the latter class are in training and have not demonstrated proficiency in a Court function or department.

The Court Clerk II class is distinguished from the Court Clerk III class in that incumbents in the latter class have been cross-trained to a demonstrated proficiency in at least three Court functions or departments, or in a courtroom setting.

Essential functions:

Representative functions include, but are not limited to:

In General:

- 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;
- Assist with jury coordination as needed;
- Perform informal training to other Court staff on a regular and ongoing basis;
- Perform all other related duties as assigned.

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Calendaring:

- Copy, distribute, and post calendars; locate and pull all cases on calendar; check upcoming hearings; update calendars as needed; mark calendar with jury trials and estimate amount of days needed; ensure all documents relevant to proceedings are in the case file; route cases to appropriate bench officer; place rulings on telephone message line and website; obtain daily vCourt conference attendees reports from the telephonic appearance system;
- Process all requests for setting trials, continuances, and/or requests to advance or drop hearings;
- Contact Court-appointed counsel regarding availability; make appointment changes in case management system as needed;
- Schedule hearings, prepare and send applicable notice to litigants, post fees as required.

Knowledge, skills, and abilities:

- 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 filing, conforming, and processing legal documents;
- Knowledge of applicable codes, Rules of Court, and statutes;
- 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;
- Ability to enter and retrieve data from the Court case management system accurately and efficiently;
- Ability to maintain strict confidentiality.

Education and experience:

High School diploma or equivalent GED; AND one year of 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 minimum qualifications for education and experience stated above.

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Additionally, must have one additional year of experience in receiving, preparing and processing a variety of legal documents and/or recording Court proceedings such as found in a court or legal setting at a level equivalent to the Court's class of Court Clerk I.

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 frequently, or a negligible amount 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)

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

I have read and understand this explanation and job description.

Signature: _____ **Date:** _____