

**Job Title: Court Clerk Level III**  
**Reports to: Court Operations Manager**  
**Position Number: 2001b/2002b/2003a/2003b**

**FLSA Status: Nonexempt**  
**UMC Code: 2001b/2002b/2003a/2003b**  
**Date Modified: January 6, 2011**

## **COURT CLERK LEVEL III**

### **Position summary:**

Under general supervision, performs a full range of clerical duties in support of Court operations, inside and outside the courtroom.

### **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 III is a journey-level class in which incumbents have a demonstrated proficiency in at least three functional areas or departments of the Court (Civil, Small Claims, Traffic, etc.); **OR** have been assigned a specific complex function and have demonstrated proficiency in a courtroom environment or two functional areas or departments of the Court; **OR** have demonstrated proficiency in a courtroom environment.

The Court Clerk III class is distinguished from the Court Clerk II class in that incumbents in the latter class have not demonstrated proficiency in three or more functional areas or departments of the Court, or have not demonstrated proficiency in a courtroom environment.

The Court Clerk III class is distinguished from the Court Clerk IV class in that incumbents in the latter class provide formal training for Court staff; or performs a long-term specialized assignment; or, in addition to an assignment in a courtroom environment with demonstrated proficiency in each of three Court functional areas or departments in either the courtroom or legal processing and, as part of their regular duties, provides continuous and ongoing support in the processing of legal documents.

### **Essential functions:**

Representative functions include, but are not limited to, all functions associated with the Court Clerk I and II classes, plus the following:

#### Courtroom:

- Assist the judge in all aspects of Court procedures, status of cases, fines, calendar, and special circumstances;
- Mark, admit, and keep track of all exhibits by creating a list; secure all exhibits daily;
- Swear in all witnesses and keep a record in the minute order;
- Swear in prospective jurors, keeping track of hardships and peremptory challenges by counsel; swear in jurors and alternates; keep track of potential jurors on a seating chart; fax paperwork for payment to the jury coordinator;
- Attends court sessions, take notes and prepare minute orders for all Court proceedings to include mandatory wording pursuant to state law for the official court record;
- Perform informal training to other Court staff on a regular and on going basis;
- Supply statistics to operations manager timely on a monthly basis;
- Calculate and track required court reporter and jury fees at the end of each trial day and forward checks with the Daily Trial Fee Collections Summary to Accounting;
- Prepare, review, and distribute orders, rulings, judgments, jury instructions, verdicts, prison abstracts, and correspondence as required;

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- Prepare orders, rulings, judgments, and correspondence for the judge.

Appeals:

- Process all appeals filed with the El Dorado Superior Court.

Jury:

- Prepare jury payroll and audit weekly; forward to accounting;
- Generate Jury Failure to Appear Report; update as needed; prepare and send out Orders to Show Cause;
- Check in jurors daily and update systems; print courtroom reports; prepare all other related notices;
- Allocate, print, and mail summons; answer phones; process mail and fax requests; take messages off jury line and return calls; grant, postpone, or deny juror excuses; update Elections Department regarding changes in voter status.

Legal Process:

- Serve the needs of the Court by providing backup in the courtroom and/or working in three or more Court functions or departments as required.

Calendaring:

- Provide in-courtroom backup as needed.

**Knowledge, skills, and abilities:**

- Comprehensive knowledge of the legal system and Court procedures, practices, and terminology;
- Knowledge of Court 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 the processes associated with impaneling a jury;
- Knowledge of codes, Rules of Court, and statutes applicable to the work assignment;
- 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;
- Listening skills to enable the individual to ascertain and note important points in Court proceedings;
- 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 take notes to the degree that workflow in courtroom trials and hearings is processed timely and accurately;

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- Ability to work independently, overseeing and coordinating assigned specialized responsibilities;
- Ability to make decisions under pressure in a fast-paced, high volume environment;
- Ability to perform detailed, complex, and difficult courtroom support work quickly and accurately;
- Ability to exercise initiative and sound independent judgment within established guidelines;
- Ability to serve in three or more Court divisions due to cross-training and/or provide backup in a courtroom environment;
- Ability to maintain strict confidentiality.

**Education and experience:**

Any combination of education and experience:

A typical pattern is a High school diploma or equivalent GED; AND two years of full-time court support or law-related experience working in a government agency, legal clinic or law office at a level equivalent to Court Clerk II. Completion of course work from a law/paralegal school or major course work from an accredited college, university, business school or training school in a field that is related to the knowledge and abilities specified for this classification (24 semester units or 36 quarter units equal one year of experience) may be substituted for a maximum of two years 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 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)

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

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

**I have read and understand this explanation and job description.**

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**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_