

Job Title: Court Clerk Level IV

FLSA status: Nonexempt

Reports to: Court Operations Manager

UMC Code: 2001b/2002b/2003a/2003b

Position Number: 2001b/2002b/2003a/2003b

Date Modified: January 6, 2011

COURT CLERK IV

Position summary:

Under general supervision, performs a full range of clerical duties in support of Court operations, inside and outside the courtroom; performs formal assigned training to Court staff.

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 IV is the advanced journey class in which incumbents conduct formal, assigned training for Court staff; **OR** perform long-term, specialized assignments or projects; **OR**, in addition to a courtroom assignment, demonstrate proficiency in at least one functional area in each of three Court departments in either the courtroom or legal processing and provides ongoing support in the processing of Court documents.

The Court Clerk IV class is distinguished from the Court Clerk III class in that incumbents in the latter do not conduct formal, assigned training, are not assigned long-term, specialized assignments, and/or do not provide ongoing support in the processing of Court documents in addition to a courtroom assignment.

The Court Clerk IV class is distinguished from the Court Clerk V class in that incumbents in the latter class provide lead worker responsibilities.

Essential functions:

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

- Conducts training classes by providing Court-specific, job specific, and general training to Court staff as required;
- Supports operations by performing formal assigned training for new employees and cross-training for existing employees on an ongoing basis;
- Enhances training effectiveness by evaluating training and preparing reports;
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, and remaining actively involved in Court operations on a daily basis;
- Assists the manager as needed by reviewing Court procedures and providing input;
- Performs long-term, specialized assignments and/or projects as required.

Knowledge, skills, and abilities:

- Advanced 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;

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- 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;
- Comprehensive knowledge of training principles and practices;
- 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;
- 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 effectively maintain specific Court assignments/programs as assigned;
- 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 three 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 III. 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:

Court Clerk employees assigned for formal training.

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.

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- 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)
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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 job description.

Signature: _____ Date: _____