

## **SENIOR COURT CLERK**

### **DEFINITION**

Under general supervision, provides lead direction to legal/clerical staff and performs complex legal clerical work in support of Court operations.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level in the Court Clerk series that performs leadwork tasks (e.g., scheduling, setting priorities, training, assigning and reviewing work). Incumbents may perform the full range of duties of the Court Clerk classification as well as highly complex clerical work with a great degree of independence and assist the supervisor/manager in the coordination of workflow. Must collaborate with coworkers and Court leadership to provide internal and external stakeholders with the highest level of customer service and support in accordance with applicable rules, statutes, policies and procedures. This class is distinguished from a higher level supervisory/management classification, which is responsible for the full scope of supervisory duties.

### **ESSENTIAL FUNCTIONS AND DUTIES**

The Court reserves the right to assign or reassign duties as required to achieve business and operational objectives. When assigned, all the essential functions and duties listed below must be accomplished effectively, are standard, and may not be inclusive of all functions and duties that may be assigned. Essential functions and duties may include, but are not limited to those listed below.

- Leads, plans, organizes, directs and coordinates the activities of staff such as: providing resources for staff to properly perform their assignments; coordination of staff workflow within and conjunction with other departments, system partners or outside agencies; monitors the progress of work completed by staff, including timeliness and quality of work; reevaluates workload during periods of change and adjust duties accordingly.
- Trains and instructs staff in work methods and procedures; prepares training manuals and materials.
- Ensures the Court's objectives are met by performing any necessary problem solving and research; supports operations and staff by aiding in resolution of difficult work problems and questions.
- Stays informed of legal updates impacting the Court and areas of oversight; updates procedures and processes; participates in implementing and development project and program planning; establishing goals; identifies and recommends changes to improve operations in assigned area(s).
- Prepares and maintains a wide variety of records and reports related to assigned work.
- Provides input into selection decisions.
- Provides input to the supervisor/manager regarding areas of deficiency, performance evaluations and may recommends that corrective action may be necessary.
- Interprets policies and procedures to employees through staff meetings, bulletins, instructions and other means; informs staff of procedural changes.
- Services as a liaison with other departments, outside agencies, concerned parties and the public to provide information, resolve problems and coordinate schedules and activities.
- Performs all the duties of a Court Clerk as outlined in the Court Clerk Trainee/Court Clerk Job Description as needed.
- Establishes and maintains effective working relationships with judicial officers, other staff, members of the public, the parties and others encountered during work.
- Performs a wide variety of technical Court operations duties as necessary to provide back-up coverage for other staff.

- Travels between Court facilities to perform duties as required.
- Performs other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Minimum Qualifications**

Either I

Experience: One (1) year of experience in the class of Court Clerk in El Dorado County Superior Court service.

Or II

Education: High School Diploma or equivalent GED.

### **AND**

Experience: Three (3) years' experience preparing or processing legal documents, forms and records used in proceedings in a California Superior Court. Experience working in a governmental agency, legal clinic or law office is desirable.

Substitution: 1) Completion of an Associate of Arts degree or higher level of education from an accredited college or university in a course of study related to the knowledge, skills and abilities for the classification; or 2) Completion of a legal assistant or paralegal certificate program from an accredited business school, college or university may be substituted for the required experience up to a maximum of one (1) year.

### **Desirable Qualifications**

Supervisory training or leadwork experience.

### **Knowledge and Abilities**

Knowledge of:

- Principles, practices and methods related to scheduling, training and supervising staff activities.
- Superior court functions, characteristics, services and activities.
- The legal system, Court procedures, practices and terminology.
- Court office processes and procedures including filing, conforming and processing legal documents; records management practices and procedures; organizing and maintaining accurate files and records.
- Statutes relating to court legal processes and procedures, including but not limited to the California Rules of Court; Code of Civil Procedure; Penal Code; Welfare and Institutions Code; Vehicle Code; and other applicable statutes, processes and procedures applicable to work assignment.
- Clerical, courtroom, appellate and jury procedures and processes.
- Business arithmetic and basic accounting.
- Training principles and practices.
- Modern office methods and technology including the use of a personal computer and related software such as word processing, spreadsheets, databases, case management systems and scheduling programs.

- Principles and practices of policy and/or procedure development and implementation.
- Principles and practices of sound business communication; correct English usage, including spelling, grammar, punctuation, and vocabulary.

Ability to:

- Lead, oversee and coordinate work activities to ensure staff complete responsibilities timely and accurately.
- Coordinate schedules accurately and efficiently for multiple courtrooms and Court Reporters.
- Prepare well-organized, clear, concise and accurate documents such as reports and correspondence.
- Interpret, apply and explain laws, rules, regulations, policies and procedures.
- Develop and administer goals, objectives and procedures.
- Implement change consistent with policies and goals.
- Perform a set of tasks in accordance with established policies, procedures, statutes and standards.
- Administer projects, as part of a team or as project lead, within the project scope, time constraints and resource constraints to achieve the desired objective.
- Work under the pressure of deadlines, conflicting demands and emergencies.
- Enter and retrieve data from case management systems accurately and efficiently.
- Organize and prioritize work, meet critical deadlines and coordinate multiple tasks.
- Work independently, overseeing and coordinating assigned responsibilities.
- Make decisions under pressure in a fast-paced, high-volume environment.
- Perform detailed, complex and difficult courtroom support quickly and accurately.
- Exercise initiative and sound independent judgment within established guidelines.
- Use strong interpersonal skills to establish and maintain effective working relationships with all levels of Court staff, elected and appointive bodies and members of the general public.
- Use work-related computer applications such as e-mail, word processing and/or the internet.
- Maintain confidentiality of information where standards require and exercise discretion and independent judgment.
- Maintain accurate records.
- Support operational and administrative goals.
- Understand and follow oral and written directions and instructions.
- Communicate clearly and concisely, both orally and in writing.

**Other Requirements**

- Possession of a valid driver's license may be required depending on the position or the ability to provide alternate methods of transportation that meets job requirements.
- Candidates are required to pass a fingerprint clearance by the Federal Bureau of Investigation (FBI) and Department of Justice (DOJ). Convictions, depending on the type, number and date, may be disqualifying.
- All Court employees must take the Oath of Allegiance.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Requirements:** Strength, dexterity, coordination and vision to use a keyboard and monitor; hearing to communicate with the public and Court staff; ability to sit for extended periods of time; walk or

otherwise move within the Court facilities; reach with hands and arms; vision to read and write material; sufficient strength to lift, carry, push or pull materials weighing up to 25 pounds; lifting position may be from floor to waist, and/or from the waist to an overhead position; to stoop, kneel, squat and crouch to pick-up or move objects, office equipment and records; speak clearly on the telephone and before groups.

**Working Environment:** Work is performed in an office environment with little exposure to outside temperatures or dirt and dust. Incumbents are expected to work inside buildings, along or closely with others. The working conditions are typically quiet but may be loud at times at some locations. The noise level and traffic level in the work environment are similar to a busy office.

Normal business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Work outside of these hours may be necessary in certain circumstances.

**NOTE:** The statements herein are intended to describe the general nature and level of work being performed by individuals assigned to this job classification and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

<b>Job Title</b>	Senior Court Clerk
<b>Classification Status</b>	GE
<b>Representation Unit</b>	UPE
<b>FLSA Status</b>	Non-Exempt
<b>Established</b>	01/2011
<b>Revised</b>	05/2022
<b>Previous Title</b>	Court Clerk V

**General sign-off:** I understand that I am expected to adhere to all Court policies and procedures. I have read and understand the explanation and description of this job classification. By signing below, I am declaring that I am able to meet the employment standards and perform the essential functions and duties of this classification with or without accommodation.

Signature\_\_\_\_\_

Date\_\_\_\_\_