

Job Title: Court Clerk V
Reports to: Court Operations Manager
Position Number: 2001b/2002b/2003b

FLSA status: Nonexempt
UMC Code: 2001b/2002b/2003b
Date Modified: January 5, 2011

COURT CLERK V

Position summary:

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

Role qualifications:

Must collaborate with coworkers to provide the public, Court staff, attorneys, outside agencies, Court Management 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 V is the lead class in which incumbents assist the Court Manager in the coordination of workflow within the assigned Court division or department.

The Court Clerk V class is distinguished from the Court Clerk IV class in that incumbents in the latter class perform no lead responsibilities.

Essential functions:

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

- Provide resources for staff to properly perform their assignments; coordinate the workflow of staff; monitor the progress of work completed by Court staff, including timeliness and quality of work; reevaluate workload during periods of change and adjust the duties accordingly;
- Ensure the Court's objectives are met by performing any necessary problem solving and research;
- Assist the Court in meeting reporting requirements by timely and accurately preparing monthly statistical reports for operations managers;
- Promote quality and timeliness of work within the division or department by performing all duties as assigned by the manager.

Knowledge, skills, and abilities:

- 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;
- Knowledge of basic supervisory 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;
- 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;
- Comprehensive knowledge of training principles and practices;
- Advanced knowledge of the legal system and Court procedures, practices, and terminology;

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- 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 maintain strict confidentiality.
- Ability to provide leadership to staff and work well with Court Management.
- Ability to display a high level of professionalism.

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. 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:

In the absence of the Court Manager, all Court Clerks assigned to a Court function or department.

Physical demands and work environment:

- Physical demands:
 - Exerting 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, or the ability to utilize an alternative method of transportation when needed to carry out job-related essential

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functions. *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 job description.

Signature: _____ **Date:** _____