

CLASS SPECIFICATION

Yuba County Superior Court

October 2006

CLASS TITLE: COURT CLERK I

FLSA STATUS: Non-Exempt

BARGAINING UNIT: YCSC General Bargaining Unit

JOB SUMMARY:

To receive, examine, prepare and process a variety of legal documents in support of the operations of the Superior Court; and to perform related duties as required.

CLASS CHARACTERISTICS:

This is the training/entry level classification of the court clerk series. Incumbents, under close supervision are trained to process applicable legal forms and documents, collect, distribute and balance fees and learn the necessary and appropriate legal terminology and procedures in support of one of the assigned major divisions of the court. Incumbents perform a wide variety of moderately difficult clerical work requiring the ability to choose from a limited number of alternatives in solving problems in an entry level capacity. As tasks are learned, direct supervision decreases. Incumbents are expected to rotate through and demonstrate proficiency in all other positions within the assigned division. This class is distinguished from the next higher class of Court Clerk II in that incumbents in the latter class routinely perform clerical duties requiring the exercise of initiative and judgment significantly beyond that of the entry level and may be assigned courtroom support functions on a full time basis.

ESSENTIAL JOB FUNCTIONS:

The following duties are typical of those performed by the incumbents in this classification; however, other duties may also be required:

- Receive and examine legal documents for completeness and conformity to requirements; process documents according to established procedure; maintain court files and archives; retrieve and deliver files and documents to appropriate parties.
- Maintain working knowledge of applicable state and local rules.
- Accept and record fees, fines, forfeitures and bail; make appropriate entries in the electronic accounting system; balance cash drawers.
- Provide information regarding court policies and procedures; answer inquiries pertaining to court records and provide assistance to the public in accessing court services and programs;
- Verify, enter, retrieve, correct and update information into automated case management system (CMS).
- Assign matters to proper division of the court; make appropriate CMS entries to calendar events; prepare, distribute and post court calendars.
- Prepare notices and type forms, documents, reports and correspondence; process mail for proper distribution; copy legal documents.
- May, if assigned to Court Commissioner, be required to attend court sessions on a limited basis, to record and transcribe minutes, to prepare official records of court proceedings, including decisions, verdicts and judgments.
- As directed, prepare and issue legal orders such as warrants, writs, orders, subpoenas, abstracts

and other official documents on behalf of the court; recall warrants, exonerate bail, prepare judgments and dismiss or seal cases in accordance with established codes and court procedures. Prepare and send DMV abstracts.

- Perform other related work as required.

QUALIFICATIONS:

Knowledge of:

- Modern office equipment, including typewriters, fax machines and photocopiers.
- Desktop computers and software applications, including word processing and database applications.
- Proper maintenance of records, preparation of correspondence and reports; filing, indexing and cross-referencing methods.
- Tabulating and posting data and basic mathematical computations.
- Principles of English grammar, spelling and punctuation.
- Basic public contact and customer service techniques.
- Effective team participation in a public service environment.
- Code of Ethics for California Court Employees; State and Local rules of Court.

Ability to:

- Type accurately and enter data into a computer system from clear copy and/or rough notes at a speed sufficient to perform assigned duties; operate a variety of office equipment, including personal computers.
- Review documents for accuracy, completeness and conformity with legal requirements; learn relevant legal terminology; demonstrate ability to accurately capture detail; maintain complex records; follow standardized procedures.
- Communicate clearly both verbally and in writing; understand and follow through with written and verbal instructions; establish and maintain effective working relationships with judicial officers, attorneys, fellow employees and the general public.
- Type at net rate of 40 words per minute.

Experience:

Equivalent to graduation from high school and THREE years of full-time paid clerical experience involving public contact, legal clerical, or a closely related field.

Working Conditions:

Newly appointed incumbents will be required to pass a detailed background investigation, drug screening and be bondable.

Physical Demands:

Incumbents in this class are expected to work inside buildings; to work either alone or closely with others; to lift and carry objects weighing up to 25 pounds; to move about; to sit for long periods of time. Some bending, stooping, and/or squatting may be required. Considerable walking may be involved.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.