

COURTROOM CLERK I / II

DEFINITION

Classes in this series attend sessions of the Superior Court, perform all duties of a Deputy Clerk of the Court as outlined in the California Government Code, and maintain Court calendars; incumbents may be assigned to full-time Courtroom Clerk duties and/or assigned to clerk in limited case types while performing additional legal process responsibilities; and performs other related work as assigned.

DISTINGUISHING CHARACTERISTICS

Courtroom Clerk I: This position is distinguished from a Courtroom Clerk II in that it is the entry level in the Courtroom Clerk series. Incumbents follow standardized Court procedures while acquiring a working knowledge of various case type assignments. Work is closely reviewed until requirements of the job have been mastered.

Courtroom Clerk II: This position is distinguished from the Courtroom Clerk I in that it is the senior level of the Courtroom Clerk series. Incumbents in this position independently perform the more difficult and highly technical Courtroom Clerk work, as well as demonstrate their mastery of varied case assignments. Courtroom Clerk II's will have the responsibility of mentoring and training.

TYPICAL TASKS

- prepares, maintains and examines records of Court proceedings for correct legal format, accuracy, and statutory limitations;
- takes and enters minutes of Court actions, motions, dispositions, hearings, trials, and calendars;
- enters orders of the Court into the case management system;
- receives, marks, and preserves exhibits;
- impanels juries and keeps records of jurors appearances;
- administers oaths to witnesses, jurors, and bailiff;
- coordinates with Jury Services on the collection of jurors fees, mileage and Court Reporter appearance fees;
- issues bench warrants, subpoenas, and writs when ordered by the Court;
- processes motions for new trial and statements of decision;
- searches Court records for attorneys and the public;
- generates orders, judgments, and commitments;
- composes, prepares, and mails correspondence;

- acts as a liaison between the judicial officers, Court staff, attorneys, other agencies, and the public;
- researches various codes and rules;
- prepares and maintains Court calendars.

EMPLOYMENT STANDARDS

Knowledge of:

- legal terminology;
- laws, codes, rules of Court, ordinances, and procedures sufficient to clerking in a Superior Court courtroom;
- principles of effective customer service;
- rules of English grammar, spelling and punctuation;
- courtroom protocol.

Ability to:

- learn/use legal terminology and procedures for preparing, examining, and maintaining legal documents and minute orders;
- communicate effectively;
- organize facts;
- apply complex rules and procedures;
- follow oral and written instructions;
- independently exercise good judgment;
- perform a variety of duties while maintaining attention to detail and accuracy;
- work with judicial officers, co-workers, attorneys, supervisors, and the public in an environment with competing background noises;
- keyboard at a corrected rate of 45 wpm;
- operate a personal computer and learn a variety of software programs;
- operate a variety of office equipment.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing sufficient to accurately record Court proceedings and communicate effectively with the public and Court staff. Dexterity and coordination to handle files and single pieces of paper. Moves objects weighing up to 20 lbs., such as files, stacks of papers, reference, and other materials. Personal mobility to work in various office and courtroom locations. Remain in a stationary position for prolonged periods of time.

EXPERIENCE/EDUCATION

Courtroom Clerk I: Two years of responsible clerical work which must have involved the filing, indexing, and processing of legal documents, forms or records used for Court proceedings.

Courtroom Clerk II: The above, plus one year of experience at a level equivalent to the class of Courtroom Clerk I **OR** three years of experience which must have involved the filing, indexing, and processing of legal documents, forms or records used for Court proceedings.

OTHER CONDITIONS OF EMPLOYMENT

- This classification requires incumbents to remain available to work in a courtroom setting outside of normal business hours on an as needed basis.
- This position may require a valid driver's license.