

SENIOR COURT PROCESS CLERK

DEFINITION

Under general supervision, attends sessions of the Superior Court, performs the more difficult and complex Courtroom, Judicial and/or program support duties related to Court hearings and Courtroom proceedings, provides technical assistance and review of work, assists with planning and prioritizing work, implementing procedures and staff training, and performs other related work as assigned.

DISTINGUISHING CHARACTERISTICS

This position is distinguished from the Court Process Clerk classification in that the assigned duties emphasize the Courtroom and Judicial support. The assignment provides technical assistance to Court Process Clerk's and independently performs the more difficult and complex clerical and administrative Courtroom legal process work. Senior Court Process Clerk's typically have a broad understanding of department operations. Responsible for leading and training the Courtroom duties required of Court Process Clerk's.

TYPICAL TASKS

- Provide specialized clerical support for various functions during Criminal Courtroom proceedings
- Receive, examine, review, prepare, process and maintain a variety of Criminal legal documents in the Courtroom
- Verify, enter, track and retrieve information from automated and manual record-keeping systems; i.e., recalling of warrants, entering and filing Superior Court Informations, protective orders, consolidation of cases, etc.
- Initiate, update, maintain and process Court calendars and Odyssey case files for Courtroom proceedings
- Prepare and process remands and referrals during Court sessions
- Prepare correspondence related to legal filings, legal processes, Court procedures, Court calendars, as well as respond to any inquiries regarding specific cases
- Examine legal documents for correctness of form and format, sufficiency of information and conformance with legal procedures for criminal matters both in and out of the Courtroom setting
- Complete forms according to reporting regulations
- Provide case notifications on all felonies and misdemeanor formal Probation cases to appropriate agencies, including Mental Health, Parole, Probation and California Department of Corrections and Rehabilitation
- Train, coach and review the work of others
- Serve as the technical resource for Court Processing Clerk's

EMPLOYMENT STANDARDS

Knowledge of:

- Criminal proceedings
- The laws, codes, ordinances and procedures pertaining to Courtroom legal process work of the Superior Court including filing, data entry procedures and standard office and Courtroom procedures
- Proper telephone etiquette
- Alphabetical, numerical and chronological sequences used in filing
- Correct spelling, grammar, punctuation and the correct use of the English language

- Standard office equipment and personal computers
- Resources and information sources for clerical and technical materials

Ability to:

- Use a variety of computer programs relevant to the duties of the position
- Learn internal and external policies, procedures, rules, legal terminology and organization
- Apply laws, rules and policies pertaining to the work of the Superior Court and Courtroom proceedings
- Keyboard accurately
- Perform duties under pressure and with many interruptions in a fast-paced Courtroom environment
- Deal with the public and outside agencies with tact and courtesy
- Read and comprehend material
- Follow written and oral instructions
- Communicate effectively to establish and maintain effective working relationships
- Acquire specialized knowledge of a complex function within the Superior Court
- Act as a lead worker

PHYSICAL CHARACTERISTICS

- Dexterity, coordination and vision to use a computer keyboard and video display terminal on a daily basis
- Hearing and speech sufficient to communicate effectively in an office, with the public and Court staff
- Personal mobility to:
 - work in various office and Courtroom locations
 - move objects weighing up to 20 pounds
 - move from place to place within an office
 - sit and/or stand for prolonged periods of time

EXPERIENCE/EDUCATION

Three years of experience as a Clerk working in a Courtroom setting.

OTHER REQUIREMENTS

- A valid California driver's license may be required.
- Incumbents are required to remain available to work in a Courtroom setting outside of normal business hours on an as needed basis.