

**LEGAL PROCESS CLERK III**

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**DEFINITION**

Under general supervision, performs difficult and complex clerical work in processing activities within a legal processing operation; provides technical assistance in more complex and non-routine activities; provides technical review of work; assists with planning and prioritizing work, implementing procedures and staff training. May act as supervisor as deemed appropriate; and performs other related work as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is the expert class in the Legal Process classifications. Employees in this class perform a variety of complex document processing duties and provide technical guidance to other Legal Process Clerks. Legal Process Clerk III's typically have a broad understanding of department operations, enabling them to resolve complex problems. Employees in this class may be assigned to perform work in any functional area of document processing.

Legal Process Clerk III is distinguished from Legal Process Clerk II by its responsibility for the most difficult and complex legal process work and/or by the responsibility for leading, training and assigning the work of Legal Process Clerks. A Legal Process Clerk III operates with more independence of action and exercises more independent judgment and discretion than a Legal Process Clerk II.

**TYPICAL TASKS**

- lead others engaged in document and file preparation, processing, and maintenance;
- train, coach and review the work of others;
- serve as technical resource within an assigned unit;
- receive, examine, review, prepare, process and maintain a variety of legal documents;
- verify, enter, track and retrieve information from automated and manual record-keeping systems;
- initiate, update and maintain Court calendars and case files;
- collect and process filing fees, bail and other payments at the public counter and/or through the mail and balance daily cash receipts;
- prepare correspondence related to legal filing, legal processes, procedures, Court calendars, payment information, community service obligations, 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 filing;
- explain applicable regulations, policies and procedures;
- provide attorneys and litigants with non-legal information relative to the completing, filing, issuing and serving of documents;
- complete forms according to reporting regulations; and
- may serve as a liaison with justice partners.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- business correspondence format;
- rules of English grammar, spelling and punctuation;
- principles of effective customer service;
- alphabetical, numerical and chronological sequences used in filing;
- modern office practices, procedures, equipment and computer applications including Microsoft Word, Excel and e-mail systems.
- data entry procedures;
- laws, codes, ordinances;
- legal terminology and judicial rules;
- record maintenance procedures;
- resources and information sources for clerical and technical materials.

### **Ability to:**

- use a variety of computer programs relevant to duties of position;
- learn internal and external policies, procedures, rules, legal terminology and organization;
- research pertinent laws, codes and ordinances;
- keyboard accurately at a corrected speed of 45 net wpm;
- perform duties under pressure and with many interruptions;
- deal with the public with tact and courtesy;
- read and comprehend material;
- follow written and oral instructions;
- communicate effectively both orally and in writing;
- establish and maintain effective working relationships;
- understand, explain, and apply specific statutes, codes, laws, regulations and procedures;
- maintain complex legal records and files;
- locate, identify and correct technical inaccuracies;
- act as a lead worker and direct the work of subordinates;
- acquire specialized knowledge of a complex function within the Superior Court.

## **PHYSICAL CHARACTERISTICS**

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Communicate with the public and Court staff. Dexterity and coordination to handle files and single pieces of paper. May move objects weighing up to 25 lbs., by reaching overhead, pushing, pulling, kneeling or stooping. Move from place to place within an office. Remain in a stationary position for prolonged periods of time.

## **EXPERIENCE/EDUCATION**

EITHER: Two years clerical experience which must have involved the filing and indexing of legal documents; OR: One year experience equivalent to a Legal Process Clerk II.

Completion of the twelfth grade or equivalent.