

## **COURT PROCESS CLERK**

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### **DEFINITION**

Under general supervision, attends sessions of the Superior Court, performs a variety of Courtroom, Judicial and/or program support duties related to Court hearings and Courtroom proceedings, and performs other related work as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This position is distinguished from the Legal Process Clerk series in that the assigned duties emphasize the Courtroom and Judicial support. The primary focus of the assignment is to independently perform the more difficult and complex clerical and administrative Courtroom legal process work. May be responsible for mentoring and peer to peer training.

### **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

### **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

### **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

### **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**

- One year of experience as a Legal Process Clerk or California Traffic Safety Institute (CTSI) Clerk **OR**
- One year of responsible clerical experience which must have involved the filing, indexing, and processing of legal documents, forms or records used for Court

### **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.