

LEGAL PROCESS CLERK I/II

DEFINITION

Classes in this series perform specialized clerical work for the Superior Court involving a wide knowledge of legal terminology and procedures. Legal Process Clerks above the first level also accept, review for legal sufficiency and process, the more difficult and complex legal filings in the Superior Court. May perform other related work as may be assigned.

DISTINGUISHING CHARACTERISTICS

All Levels

Interact with the public or others in a high visibility, high volume environment involving intense and difficult situations requiring advising parties of proper procedures, court policies and options in person and over the telephone.

Legal Process Clerk I:

Under general supervision, learns and performs a variety of complex legal process work in the Superior Court; may train and advise the work of others.

Legal Process Clerk II:

Under general supervision, acts as a journey worker in the Superior Court; may train and direct the work of others.

TYPICAL TASKS

- receive, examine, review, prepare, process and maintain a variety of legal documents in the juvenile, family law, civil, criminal and minor offense case categories;
- verify, enter, track and retrieve information from automated and manual record-keeping systems;
- initiate, update and maintain court calendars and case files.
- prepare and process appeals in accordance with all applicable statutes;
- collect and process filing fees, fines, 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, court 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 civil, criminal, infractions, collections, probate, juvenile, and family law matters;

- explain applicable regulations, policies and procedures; provides attorneys and litigants with non-legal information relative to the completing, filing, issuing and serving of documents;
- complete forms according to reporting regulations.

EMPLOYMENT STANDARDS

Knowledge of:

Legal Process Clerk I:

Office practices and procedures; proper telephone etiquette, alphabetical, numerical and chronological sequences used in filing; correct spelling, grammar, punctuation and correct use of English language; standard office equipment and personal computers.

Legal Process Clerk II: The laws, codes, ordinances and procedures pertaining to the legal process work of the Superior Court to include: filing; data entry procedures and standard office methods.

Ability to:

Legal Process Clerk I:

- use a variety of computer programs relevant to duties of position.
- learn internal and external policies, procedures, rules, legal terminology and organization;
- gain knowledge of 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 to establish and maintain effective working relationships;
- interpret and apply laws, rules and policies pertaining to the work of the Superior Court.

Legal Process Clerk II:

The above, plus: act as a lead worker and direct the work of others.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 20 lbs. such as files stacks of papers, reference and other materials. Moving from place to place within an office; sitting and standing for prolonged periods of time.

EXPERIENCE/EDUCATION

Both Levels:

Equivalent to the completion of the twelfth grade.

Legal Process Clerk I:

One year of general clerical experience (background with filing and indexing legal documents preferred) or Any combination of training, education, and experience that would likely provide the required knowledge and abilities as determined by the court.

Legal Process Clerk II:

Two years of clerical experience which must have involved the filing and indexing of legal documents or one year of experience equivalent to a Legal Process Clerk I (see career series note below).

Career Series Note: Employees working in the classification of Legal Process Clerk shall move from Legal Process Clerk I (entry level) to Legal Process Clerk II (journey level) under the following conditions:

1. The employee has at least one year of experience as a Legal Process Clerk I with satisfactory performance.
2. "Satisfactory performance" in item 1 means that the individual has at least a "meets expectations" in each category of their most recent Employee Performance Review.

OTHER REQUIREMENTS

Proof of certification of typing skills for 45 wpm or more. A valid California drivers license may be required.