

COURTROOM CLERK III

DEFINITION

Under general supervision, performs specialized clerical work in support of courtroom operations; may be assigned to full-time Courtroom Clerk duties and/or assigned to clerk in any case type while performing additional legal process responsibilities. Performs other related work as assigned.

DISTINGUISHING CHARACTERISTICS

This position is distinguished from Courtroom Clerk I and II in that it requires competency in criminal, civil, family and juvenile courtroom clerk duties. Incumbents are responsible for independently performing a variety of complex courtroom clerking, technical guidance, and training of staff. Incumbents have a broad understanding of courtroom operations and demonstrate proficiency in all case types. Courtroom Clerk III's may provide support as a lead worker and are expected to provide coverage for any courtroom assignment.

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 when needed;
- 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;
- answers inquiries by telephone and mail
- when necessary provide relief coverage for any courtroom.
- trains staff in courtroom proceedings for various case type assignments and assists in monitoring work progress.

EMPLOYMENT STANDARDS

Knowledge of:

- legal terminology;
- California Codes and local rules of the Court pertaining to court operations;
- principles of effective customer service;
- rules of English grammar, spelling, and punctuation;
- courtroom protocol;
- courtroom procedural tasks for all case types;

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;
- meet all deadlines while working 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
- lead and train the work of others;
- interpret and explain filing requirements and procedures in statutes and rules of court.

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 25 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

Experience at a level equivalent to the class of Courtroom Clerk I or II AND demonstrated proficiency in all case types (Criminal Misdemeanor, Criminal Felony, Civil, Family Law, Probate, and Juvenile).

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.