



Superior Court of California County of Calaveras

Court Clerk IV

Position Definition

Under general supervision, performs complex courtroom, judicial and program support duties including legal processing, calendaring, courtroom, customer service, acts as a lead worker over subordinate staff, and functions as a positive and cooperative team member.

Distinguishing Characteristics

This is the advanced journey-level/lead worker position in the court clerk series. In addition to the Court Clerk III duties, incumbents under limited supervision, perform duties that are highly complex, highly technical in nature, and require advanced expertise and specialized knowledge; assist managers with scheduling and coverage due to absences; may serve in a lead capacity over clerks assigned to the same operational functions; will routinely lead, train, and mentor entry-level staff; conduct formal assigned training for Court Clerks which includes giving direction to and reviewing the work of Court Clerks they are assigned to train; provide input on performance appraisals, provide input and recommendations for policies and procedures, and, serve as backup to Court Manager in their absence.

TYPICAL ESSENTIAL FUNCTIONS/DUTIES: The following duties are typically performed by the incumbents in this class series; however, other duties may also be required.

- Serves as primary technical resource within assigned specialty areas of court operations; leads the work of others engaged in courtroom activities, case and document processing, records management, calendar management.
- Training, coaching, assigning workload and reviewing the work of Court Clerks I/II/III ensuring that work is performed in a consistent manner.
- Assists in review and development of operational policies and procedures; assists in devising forms and methods; writes and reviews procedures to be incorporated into reference manuals; reviews matters affecting court services
- Monitors changes in laws, policies and procedures that impact work; recommends procedural improvements and assures implementation after approval.
- Advises attorneys, public agencies and the general public regarding the status of legal cases and procedural information; applies departmental policy to resolve conflicts with customers.

- Prepares a variety of documents related to court operations and coordinates the flow of documents necessary for court assignment.
- Arranges for interpreters, pro-tem judges and assigned judges in the absence of the Judicial Support Assistant.
- Prepares and maintains statistical and narrative reports related to activity and work of the unit.
- Updates calendar resources in Case Management System.
- Assist in changes and additions to the Case Management System.
- Performs the full range and most complex functions of the Court Clerk I/II/III duties; processes legal documents and calendaring activities; handles highly complex or difficult case processing; examines, issues, and files documents; prepares and maintains case files; prepares case records and files to be forwarded to the reviewing court; answers questions requiring the application of technical, legal, and judicial procedures and practices.
- May perform special assignments.
- Will be assigned to train and mentor other court clerks in various court procedures.
- Attend out of town (and possibility overnight) training.
- Perform the duties of the Court Manager in their absence.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

In addition to the knowledge, skills and abilities of Court Clerk II-III, the following knowledge, skills and abilities are typically required of employees assigned to the **Court Clerk IV** level.

- Personnel rules and principles of supervision and training
- Functions, courtroom procedures, services and jurisdiction of the courts
- The application of appropriate statutory codes, California Rules of Court and local rules relating to court procedures
- Legal terminology, forms and procedures
- Preparation of legal reports and forms
- Organization, procedures and operating details of the court
- JCC statistical reporting requirements (JBSIS)
- DMV, DOJ, and CDC reporting requirements
- Identify and coordinate resolutions to procedures and problems
- Perform a variety of complex tasks and procedures accurately without direct supervision
- Examine ledgers, reports, and other financial documentation for technical defects and accuracy
- Coordinate schedules and identify needs to meet workload
- Develop and implement with approval of immediate supervisor, procedures and forms to facilitate the effective processing of work
- Maintain official court records and files, such as records of court-appointed counsel and experts
- Receive, mark and take custody of evidence
- Impanel juries and record challenges, service, and compensation due jurors and collect fees from attorneys
- Use computer and case management systems and word processing programs
- Interpret and apply federal, state, and local policies, procedures, laws and regulations
- Work proactively and interact positively with all court staff, other staff contacted during the course of performing job duties and the public.

- Must possess the knowledge, skills, and ability to serve the Court Manager in her/his absence.
- Perform work demonstrating superior problem solving skills and must possess the knowledge, skills, and ability to oversee the management of special program areas.
- Must possess the knowledge, skills, and ability to perform specialized complex case processing and/or effectively perform all courtroom duties.
- Must possess the knowledge, skills, and ability to mentor, train, and assign work to lower level Court Clerks.
- Must possess the knowledge, skills, and ability to perform special assignments.

Employee must have the following minimum experience or training:

- Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be completion of twelfth grade or equivalent and three (3) years of full time experience in the classification of Court Clerk III in a California Superior Court **or** five years of full time increasingly responsible clerical experience in a legal or criminal justice office, of which three (3) years was equivalent to a Court Clerk III.

Employee must have and maintain the following certifications / licenses:

- Maintain possession of a current and valid California driver's license. Employees who are unable to operate a motor vehicle, due to a medically documented disability as defined by the Americans with Disabilities Act, must be able to provide alternate forms of transportation, which may be required to perform job functions.

Employees Must Meet the Following Special Requirements:

- Ability to sit for extended periods of time; frequently stand and walk or otherwise move within the court; normal manual dexterity and eye-hand coordination; corrected vision to normal range; verbal communication; use of office equipment, including computers, telephones, calculators, copiers and fax machines; lift boxes of stored documents weighing up to 30 pounds.
- Tolerate exposure to: evidence and testimony that may be disturbing, such as photographs of murder scenes and victims; evidence that may include syringes, drugs, weapons and blood; defendant and witnesses who may potentially be verbally or physically abusive, allergens, such as perfumes and dust; and unpleasant odors, such as unwashed clothing, chemicals offered into evidence and unwashed people.

Employee must not contribute to or create a hostile work environment:

- Employee shall not engage in any activity that unreasonably interferes with the performance of any other employee, such as sexual harassment, unlawful discrimination or any other behavior that unduly demeans or intimidates another employee.
- As an essential function of this position, the employee must be able to handle high levels of stress satisfactorily and be congenial with other employees, judicial officers, supervisors, subordinates, outside contractors, and other agency personnel.