



Superior Court of California County of Calaveras

Court Services Clerk IV

Position Definition

Under general supervision, performs complex support services, including clerical activities in support of court programs such as records retention/retrieval; records maintenance and destruction operations, jury services, calendar management, and infraction citations. 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 Services Clerk series. In addition to the Court Services Clerk III duties, incumbents under limited supervision, perform duties that are highly complex, highly technical in nature, and require advanced expertise and specialized knowledge and have responsibility for leading, assigning and directing the work of other Court Services Clerks; provides input on performance appraisals; and provide input and recommendations for unit policies and procedures; serve as backup to the Judicial Support Assistant.

Required Knowledge, Skills and Abilities

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

Employee must have proficient knowledge of:

- Personnel rules and principles of supervision and training
- Functions, 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

Employee must have the following skills and abilities:

- Identify and coordinate resolutions to procedures and problems
- Perform a variety of complex tasks and procedures accurately without direct supervision

- Coordinate schedules and identify needs to meet workload
- Develop and implement with approval of immediate manager, procedures and forms to facilitate the effective processing of work
- 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.
- 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 mentor, train, and assign work to lower level Court Services 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 or Court Services 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 or Court Services 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.

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.

Employee 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.

Typical Essential Functions/Duties

In addition to the duties of a Court Services Clerk II/III duties may include, but are not limited to the following:

- Serves as primary technical resource within assigned specialty areas of court operations; leads the work of others engaged in Court Clerk Services activities.
- Assigns, directs and monitors the work of others in a lead capacity on a daily or project basis, trains staff, acts as an information source, informally counsels employees regarding work issues, provides input to Court Manager for employee performance coaching.
- Trains staff in various duties including performing research, certification and filing of court documents, performs the more difficult records retention work.
- Prepares and maintains monthly statistical reports consistent with established court records retention information.
- 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 and assists in organizing meetings to facilitate improved communication and operations.
- Issues search warrants and processes returns
- Train as backup on requesting visiting judges
- Schedule interpreters as needed
- Provides on-site supervision for the packaging and removal of records from the Court
- Makes recommendations for system improvements related to the storage, retrieval, imaging, retention of court records and other work of the unit.
- Provides training on destruction methods, policies and procedures to other court personnel.
- Monitors changes in laws, policies and procedures that impact work; recommends procedural improvements and assures implementation after approval.
- Prepares and maintains statistical and narrative reports related to activity and work of the unit.
- Performs the full range and most complex functions of the Court Services Clerk I/II/III duties; May perform special assignments.
- Will be assigned to train and mentor other Court Services Clerks in various court procedures.
- Attend out of town (and possibility overnight) training.
- Perform the duties of the Judicial Support Assistant in their absence.
- Performs other duties as assigned.