



Superior Court of California - County of Calaveras Court Clerk III (Senior Court Clerk)

CLASSIFICATION: 2001b

POSITION TYPE: REGULAR, FULL-TIME

FLSA: NON-EXEMPT

POSITION DEFINITION

Under general direction, Court Clerk III performs the more complex, specialized, and technically advanced clerical, courtroom, legal processing, calendaring, and administrative support duties within the Court Clerk classification series. Incumbents independently process complex case types, coordinate high-volume or specialized court functions, serve as subject matter experts in assigned areas, and provide training and technical guidance to court staff. Court Clerk III employees exercise substantial independent judgment in applying court policies, statutes, rules, and procedures while ensuring the accuracy, integrity, and efficiency of court operations.

Assignments may include courtroom operations, criminal, civil, family law, juvenile, probate, traffic, appeals, jury services, records management, collections, specialty courts, CARE Court, and other specialized programs. Court Clerk III serves as a resource to judicial officers, court management, justice partners, and staff regarding procedural and operational matters.

DISTINGUISHING CHARACTERISTICS

Court Clerk III is the advanced journey-level classification in the Court Clerk series. Incumbents perform the more complex and specialized clerical, courtroom, and legal processing duties requiring extensive knowledge of court operations, legal procedures, statutes, court rules, and case management systems.

This classification is distinguished from Court Clerk II by the greater complexity of assignments, higher level of independent decision-making, responsibility for specialized functions, and responsibility for training and mentoring staff. Incumbents may coordinate workflows, provide technical guidance, develop training materials, and assist with procedural development and implementation; however, they do not perform formal supervisory duties such as hiring, discipline, performance evaluations, or assigning and directing the work of staff on an ongoing basis.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Court Manager or other assigned supervisors.

This classification does not exercise formal supervisory authority. Incumbents may provide training, mentoring, procedural guidance, and technical assistance to Court Clerk I and II staff.

ESSENTIAL FUNCTIONS

The Court reserves the right to assign or reassign duties as needed based on operational requirements. Duties listed below are representative and not intended to be all-inclusive. May perform other duties as assigned to support operational objectives.

In addition to performing duties assigned to Court Clerk I and II classifications, Court Clerk III may:

Advanced Court Operations and Legal Processing

- Independently process and review the most complex legal documents, filings, judgments, orders, warrants, writs, subpoenas, abstracts, appeals, and confidential records for compliance with applicable statutes, court rules, and local procedures.
- Research procedural issues and determine appropriate processing requirements using statutes, California Rules of Court, local rules, judicial directives, and established policies.
- Coordinate and manage complex calendars, hearings, trials, specialty court proceedings, and multi-party matters.
- Prepare, review, and process minute orders, judgments, notices, warrants, and other court documents requiring advanced procedural knowledge.
- Ensure compliance with statutory timelines, filing requirements, and judicial directives.
- Resolve procedural issues involving attorneys, self-represented litigants, justice partners, and court staff.
- Perform specialized case management functions involving confidential, sealed, restricted-access, or highly sensitive records.
- Coordinate and process appeals, post-judgment actions, complex criminal matters, dependency proceedings, probate matters, or other specialized assignments.

Courtroom and Judicial Support

- Provide courtroom support, including advanced, for complex hearings, trials, and specialty calendars.
- Assist judicial officers with procedural matters and courtroom administration consistent with established authority and court policies.
- Maintain official records of proceedings and ensure accurate documentation of court actions.
- Coordinate courtroom activities involving multiple agencies, interpreters, jurors, attorneys, and litigants.
- Monitor courtroom workflow and identify procedural issues requiring corrective action.

Training and Technical Guidance

- Train, mentor, and provide technical guidance to Court Clerk I and II staff regarding court procedures, case processing requirements, courtroom operations, customer service standards, and case management systems.
- Assist with training plans for newly hired staff.
- Develop, update, and maintain desk manuals, procedural guides, job aids, and training materials.
- Demonstrate work processes and provide one-on-one or group instruction on court procedures and operational practices.

- Monitor trainee progress and provide feedback to management regarding training needs and employee development.
- Serve as a subject matter expert in assigned operational areas.

Operational Support and Process Improvement

- Identify workflow inefficiencies and recommend procedural improvements.
- Participate in implementation of new laws, court rules, policies, technologies, and case management system enhancements.
- Assist management with testing, training, and rollout of operational changes.
- May assist in compiling statistical data, operational reports, and case activity data.
- Participate in special projects and cross-functional assignments.
- Act as a resource to court staff regarding complex procedural and operational issues.

JUDGMENT AND RESPONSIBILITIES

Court Clerk III exercises a high degree of independent judgment and discretion in applying court policies, procedures, statutes, rules, and regulations. Incumbents regularly evaluate complex procedural situations, determine appropriate courses of action, and resolve issues with minimal supervision.

Errors at this level may significantly impact case processing, judicial proceedings, statutory compliance, public trust, court operations, or litigant rights. Work requires exceptional attention to detail, sound judgment, confidentiality, and a comprehensive understanding of court functions.

KNOWLEDGE, SKILLS, AND ABILITY

Knowledge of:

In addition to the knowledge required for Court Clerk II:

- Advanced principles, practices, and procedures of court operations and case processing.
- California Rules of Court, applicable state statutes, local court rules, judicial procedures, and administrative policies.
- Specialized legal terminology and complex legal document requirements.
- Courtroom procedures and judicial support functions.
- Principles and practices of records management and confidential information handling.
- Trial court case management systems and electronic filing processes.
- Adult learning principles and effective training techniques.
- Workflow analysis and process improvement methods.
- Public service principles and conflict resolution techniques.

Skilled In:

- Advanced legal document review and case processing skills.
- Courtroom operations and judicial support expertise.
- Interpretation and application of California statutes, California Rules of Court, local court rules, and court policies.

- Ability to assist with calendaring, scheduling, and case management coordination.
- Strong analytical and problem-solving skills to resolve complex procedural issues.
- Training, mentoring, and knowledge-transfer techniques for adult learners.
- Development and delivery of procedural training materials, desk manuals, and job aids.
- Proficiency in court case management systems, electronic filing platforms, and digital recordkeeping systems.
- Accurate preparation and processing of court orders, judgments, warrants, writs, subpoenas, notices, and minute orders.
- Research and information-gathering skills related to court procedures and operational requirements.
- Excellent written and verbal communication skills.
- Professional customer service skills in high-volume and emotionally charged environments.
- Effective conflict resolution and de-escalation techniques.
- Strong organizational skills with the ability to prioritize competing assignments and statutory deadlines.
- Attention to detail and accuracy in maintaining official court records and legal documents.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Collaborative teamwork and cross-functional coordination skills.
- Adaptability and flexibility in responding to changing laws, procedures, technologies, and operational priorities.
- Workflow assessment and process improvement skills.
- Ability to independently exercise sound judgment and make procedural decisions within established authority.

Ability to

- Independently perform highly complex court clerical, legal processing, and courtroom support duties.
- Interpret and apply statutes, court rules, judicial directives, and policies to complex situations.
- Analyze procedural issues and determine appropriate actions.
- Train, mentor, and instruct employees in court procedures and operational practices.
- Develop training materials, procedural documentation, and job aids.
- Communicate complex procedural information clearly and effectively.
- Establish and maintain cooperative working relationships with judicial officers, attorneys, justice partners, staff, and the public.
- Manage multiple priorities and meet statutory deadlines under changing conditions.
- Exercise discretion and maintain confidentiality of sensitive information.
- Identify operational issues and recommend practical solutions.

DESIRABLE QUALIFICATIONS

- Experience in multiple court divisions or functional assignments.
- Experience providing employee training, mentoring, onboarding, or procedural instruction.
- Experience supporting courtroom proceedings, complex calendaring, or specialized court programs.

- Experience participating in system implementations, workflow improvements, or procedural development.
- Advanced proficiency with court case management systems and electronic filing platforms.

MINIMUM QUALIFICATIONS

- High school diploma or GED equivalent; **AND**
- Experience performing duties substantially equivalent to a Court Clerk II that demonstrates the knowledge, skills, and abilities required for successful performance as a Court Clerk III, including courtroom support, case processing, calendaring, preparation of minutes, review of legal documents, maintenance of official records, and application of statutes, rules, and procedures; **OR**
- Four (4) years of experience obtained in legal offices, law firms, prosecutorial agencies, public defender offices, or other non-court environments may be considered only to the extent that the experience demonstrates substantially similar knowledge, skills, and abilities.

TYPICAL WORKING CONDITIIONS

This position operates within a professional office setting characterized by a controlled climate and variable noise levels.

GENERAL INFORMATION

Conditions of Employment

- Conditional Offer Requirement: Employment is contingent upon the successful completion of a fingerprint and criminal background check, which will only be conducted after a conditional offer of employment has been extended, in compliance with California's Fair Chance Act.
- Reference checks will be conducted prior to appointments to verify employment history and suitability for the position.
- Driver's License & Travel: Employees may be required to travel between court locations or attend off-site training. Employees who operate a court vehicle must possess a valid California driver's license. All employees driving on court business must certify possession of a valid California driver's license and the required level of automobile insurance.
- Personal Vehicle Use: Employees using personal vehicles for court-related business are provided with liability coverage during the scope of their employment. Reimbursements for additional costs incurred due to business use, in accordance with the California Labor Code §2802, will be honored when applicable.

Convictions

Felony or misdemeanor convictions may disqualify an individual from employment with the court. In accordance with applicable laws, including the California Fair Chance Act, the court will conduct an individualized assessment of each case. This includes consideration of the nature and gravity of the offense, the time that has elapsed since the offense, and its relevance to the duties of the position.

Employment Eligibility

In accordance with the Immigration Reform and Control Act of 1986, all people hired after November 6, 1986, are required to present to the Court, at the time of appointment, original documents which show satisfactory proof of 1.) identity and 2.) U.S. Citizenship or a legal authorization to work in the United States.

ASSOCIATION REPRESENTATION

This position is represented by the Calaveras Court Employees' Association (CCEA) under the Trial Court Employment Protection and Governance Act (Trial Court Act).

EMPLOYEE ACKNOWLEDGEMENT AND DISCLOSURE STATEMENT

I acknowledge that I have received, read, and understand the job description for my position, including the essential duties and required knowledge, skills, and abilities. I affirm that I am able to perform these responsibilities, with or without reasonable accommodation.

I understand the duties, responsibilities, and expectations associated with my position and agree to perform my job in accordance with these standards. I further understand that this document does not constitute a contract of employment.

I further acknowledge that I am employed at the will of the Court, as provided under Government Code § 71634.1, and the Court reserves the right to modify, amend, or terminate any policies, procedures, or job responsibilities described herein at its discretion, in accordance with applicable law.

Employee Signature: _____ Date: _____