



## Superior Court of California - County of Calaveras **COURT CLERK I/II**

CLASSIFICATION: 2001a

POSITION TYPE: REGULAR, FULL-TIME

FLSA: NON-EXEMPT

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### **POSITION DEFINITION**

The Court Clerk I/II classification series encompasses a progressively responsible range of clerical and administrative duties performed in support of courtroom operations, judicial proceedings, legal processing, and public service functions within the Superior Court. Under varying levels of supervision, incumbents in this series perform critical functions such as processing legal filings, maintaining case records, providing courtroom support to judicial officers, preparing calendars, and interacting with justice partners and the public regarding procedural information and case updates.

- **Court Clerk I** the entry-level position in the series. Incumbents receive training in basic court clerical procedures and rotate through assignments to gain foundational knowledge of court operations.
- **Court Clerk II** the journey-level position. Incumbents apply well-developed clerical and legal processing knowledge, independently perform a wide range of responsibilities, and provide courtroom and calendar support.

This series is designed to support operational efficiency, enhance public service delivery, and uphold the integrity of court processes in compliance with judicial standards, applicable codes, and the local rules of court.

### **DISTINGUISHING CHARACTERISTICS**

This series includes the entry and journey levels of the Court Clerk classification. The Court Clerk series describes a broad range of support functions that may emphasize courtroom and judicial support, legal processing, jury services, and general clerical services.

- **Court Clerk I** performs routine clerical and case processing work under close supervision, with duties that are well defined and structured for training and development.
- **Court Clerk II** performs the full range of clerical, case processing, and courtroom support work under general supervision, requiring greater judgment, knowledge of legal terminology, and independence.

Assignments may include traffic, jury, appeals, civil, family law, probate, small claims, juvenile, criminal, and specialized programs such as CARE Court. Program-related services (e.g., screening, intake, scheduling, referrals) may be assigned on a supplemental basis but do not represent the primary focus of this series.

This classification is distinguished from the Senior Court Clerk (Court Clerk III), which is responsible for leading staff and performing the most complex and specialized duties. It is also distinguished from the

Legal Process Clerk (legal processing only), the Courtroom Clerk (exclusive courtroom duties), and the Office Assistant (general clerical work not requiring court-specific knowledge).

## **SUPERVISION RECEIVED AND EXERCISED**

This class receives direct supervision from the Court Manager. This classification does not include formal supervisory responsibilities.

- **Court Clerk I:** Works under close supervision, receiving detailed instructions and guidance while learning case processing and courtroom protocols.
- **Court Clerk II:** Works under general supervision and applies established procedures with increased independence. They may provide informal assistance and training to Court Clerk I staff.

## **REPRESENTATIVE DUTIES**

The Court reserves the right to assign or reassign duties as needed, based on the needs of the Court. The essential duties listed below are representative and may not include all possible tasks. This position requires an adaptive mindset, decision-making abilities, and work collaboratively with court team members.

### **Court Clerk I – Entry Level**

- Learn and apply established court policies, procedures, and case management practices.
- Receive, review, and process legal documents for completeness and compliance; return or correct errors.
- File and maintain documents, exhibits, and case records.
- Provide basic customer service to the public, attorneys, and justice partners regarding filing fees, case status, and procedural information.
- Receive and record payments, issue receipts, and maintain balanced cash drawers.
- Perform routine clerical duties such as copying, mail processing, and data entry.
- Assist with jury services or courtroom support in a training capacity, without assuming full responsibility for official minutes, oaths, or judicial orders.

### **Court Clerk II – Journey Level**

In addition to Court Clerk I duties, incumbents may:

- Provide courtroom support, including taking minutes, handling exhibits, recording judicial instructions, and processing court orders.
- Prepare and manage hearing calendars; coordinate with judicial officers, attorneys, and staff.
- Process judicial orders including warrants, writs, subpoenas, judgments, dismissals, bail exonerations, and record sealing.
- Impanel jurors, administer oaths, record challenges, and track service and compensation.
- Assist in administering specialized programs (e.g., appointed counsel, Grand Jury, CARE Court) as assigned.
- Provide feedback on workflow improvements and cross-train in multiple court functions.

## **JUDGMENT AND RESPONSIBILITIES**

- **Court Clerk I** performs structured tasks under close supervision, with responsibility for following established court procedures. Errors are generally limited to individual case files and are corrected through supervisory review.
- **Court Clerk II** applies sound judgment in more complex clerical, courtroom, or customer service assignments. They may resolve routine problems independently but refer to sensitive or unusual matters to supervisors. Errors at this level may impact case outcomes or court efficiency and require discretion and accuracy.

## **QUALIFICATIONS**

### **Knowledge of:**

#### **Court Clerk I**

- Basic legal and court-related terminology.
- Standard office practices and recordkeeping procedures.
- Proper grammar, spelling, punctuation, and arithmetic.
- Business software applications include word processing and data entry.
- Principles of effective customer service in a public setting.

#### **Court Clerk II** (in addition to the above):

- Legal document types, processing requirements, and codes relevant to assigned functions.
- Court procedures, calendaring, and courtroom protocol.
- Specialized case types such as criminal, civil, juvenile, family law, probate, small claims, traffic, and CARE Court.
- California Rules of Court, statutes, and local court rules.

### **Ability to:**

#### **Court Clerk I**

- Understand and follow oral and written instructions.
- Accurately process routine legal documents, including electronic filing.
- Communicate clearly and professionally with the public and staff.
- Learn case management systems and electronic filing tools.
- Maintain accurate records and prepare basic reports.
- Establish and maintain cooperative working relationships.

#### **Court Clerk II** (in addition to the above):

- Independently review and process complex legal documents for compliance.
- Interpret and apply court rules and legal codes.
- Prepare and maintain court calendars and related records.
- Take official court minutes, handle exhibits, and draft judicial orders.
- Task train and support Court Clerk I staff.
- Manage multiple assignments while meeting statutory deadlines.

## **MINIMUM QUALIFICATIONS**

### **Court Clerk I – Entry Level**

- High school diploma or GED equivalent; **AND**

- One (1) year of general clerical or administrative experience, preferably in a legal, law enforcement, or public sector environment.

#### **Court Clerk II – Journey Level**

- One (1) year of experience as a Court Clerk I or a similar classification in a court or legal setting; **OR**
- Two (2) years of increasingly responsible clerical experience in a court, legal, or closely related public agency environment.

#### **DESIRABLE QUALIFICATIONS**

- Experience in a California Superior Court or other public-sector agency governed by the California Rules of Court.
- Familiarity with trial court case management systems, calendaring procedures, or courtroom operations.

#### **CONDITIONS OF EMPLOYMENT**

- Employment is contingent upon successful completion of a background check consistent with the Fair Chance Act.
- Reference checks will be conducted to verify employment history and suitability.
- Employees may be required to travel between court locations or attend off-site training and must maintain a valid California driver's license and appropriate insurance if driving for court business.
- Employees using personal vehicles for court-related business will be reimbursed in accordance with California Labor Code § 2802.
- Convictions are reviewed under the Fair Chance Act using an individualized assessment process.
- U.S. work eligibility documents must be presented at time of hire, consistent with federal law.

#### **BARGAINING UNIT**

This position is represented by the Calaveras Employee Association (CEA) 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: \_\_\_\_\_