October 2018
FLSA: NON-EXEMPT
CLASS CODE: 00777

COURTROOM CLERK

DEFINITION

Under general supervision, performs difficult and complex confidential support tasks within the courtroom, which includes serving as a Clerk to judicial officers; preparing documents and entering data to reflect court proceedings; ensuring efficient operation of the courtroom; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Court Services Supervisor. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the journey level position responsible for the full-range of complex and confidential courtroom support functions; provides direct assistance to judicial officers; screens and handles communications with judicial officers, attorneys, and outside agencies. Incumbents regularly work on tasks that are varied and complex, requiring considerable discretion and independent judgment. Positions in this classification rely on experience and judgment with a broad understanding of court operations. The work involves problem-solving of unique issues or increasingly complex problems without precedent and/or structure. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete the work.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Attends a variety of Court proceedings including criminal, civil, family law, traffic, probate, small claims, juvenile, mental health, adoption, appellate and grand jury; records and enters statutorily required data into the Court's case management system; prepares minutes and/or dockets of court hearings to reflect proceedings and orders of the court; determines and documents actions needed to execute court orders and rulings.
- Prepares, updates, and maintains a variety of Court calendars, indices, and documents; prepares and organizes documents required for court proceedings; disseminates required documents to the appropriate parties within the Courtroom; identifies and requests missing files.
- Maintains custody of exhibits, records, and depositions.
- Coordinates courtroom activity with legal processing staff, jury services, interpreters, bailiffs, Court Reporters, legal counsel, law enforcement representatives and all other parties involved with Court operations and execution of Court orders; resolves schedule conflicts.
- Prepares and issues various legal orders; issues and recalls warrants, issues writs and criminal protective orders, exonerates and forfeits bail bonds, recalls DMV holds, and modifies judgments in accordance with established codes and court procedures; prepares and reviews written orders for accuracy of content and format prior to presentation for the Judge's signature.
- Administers oaths to witnesses, trial jurors, grand jurors, bailiffs, and interpreters; conducts

empanelment of juries.
- Prepare jury ladder, maintain juror information, report juror attendance; prepares work and/or school excusal documents for sworn jurors; collects civil jury fees.
- Operates the Audio/Video/Lighting system in the courtroom.
- Ensures that certain courtroom proceedings are recorded using the installed recording device.
- Maintains various files, records, and statistics associated with the Court proceedings; maintains records of statutory time limits for rulings of submitted cases; maintains manual and automated case files.
- Conducts routine legal research and assists in review of Court operating procedures as needed.
- Provides training to less experienced Courtroom Clerks.
- Stays abreast of legislative changes regarding rules and procedures effecting Court operations.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment and multi-line telephones.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:
- Purpose and processing procedures of a variety of complex court related legal documents, forms, and records.
- California codes and local rules pertaining to Superior Court operations.
- General clerical tasks such as filing and record keeping.
- Modern office practices, methods, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- Organization and operation of the court and of outside agencies as necessary to assume assigned responsibilities.
- Basic arithmetic.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public and court staff.

Ability to:
- Respond to and effectively prioritize phone calls and other requests for service.
- Learn, interpret, explain, and apply court policies and procedures.
- Effectively provide staff training and lead direction.
- Compose correspondence and reports independently or from brief instructions; maintain records and databases.
- Make accurate arithmetic computations.
- Perform responsible clerical support work with accuracy, speed, and minimal supervision.
- Organize, maintain, and update court database and records systems.
- Exhibit a high level of confidentiality due to the sensitive nature of matters addressed in the courtroom.
- File materials alphabetically, chronologically, and numerically.
- Schedule and coordinate projects; set priorities; adapt to changing priorities; meet critical time deadlines.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.

- Operate modern office equipment, including computer equipment and word-processing, database, and spreadsheet application programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of twelfth (12th) grade and five (5) years of progressively responsible court administrative support experience.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.