October 2018
FLSA: NON-EXEMPT
CLASS CODE: I: 00947
II: 00957

LEGAL PROCESS CLERK I/II

DEFINITION

Under direct or general supervision, learns and performs a variety of legal clerical tasks which may include processing, preparing, filing, and maintaining a variety of legal documents, data entry and retrieval from court database system; provides information and assistance to the general public; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct (Legal Process Clerk I) to general (Legal Process Clerk II) supervision. No direct supervision of staff is exercised.

CLASS CHARACTERISTICS

Legal Process Clerk I is the entry-level in this Legal Process Clerk series. Initially under close supervision, incumbents apply basic clerical skills while learning specialized court practices and procedures. Positions at this level are not expected to function with the same amount of knowledge or skill level as positions at the Legal Process Clerk II level, and do not exercise the same level of independent direction and judgment in matters related to work procedures and methods. As experience is gained, assignments become more varied and are performed with greater independence. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Legal Process Clerk II is the journey-level class in the Legal Process Clerk series, performing a variety of moderately complex clerical tasks, which may include communication with external agencies, rotation through various units of court, and courtroom calendar management. Positions at this level receive occasional instruction as new assignments or unusual situations arise and are fully aware of the operating procedures and policies of the assigned work unit. This class is distinguished from the Legal Process Clerk III in that the latter is an advanced journey level class responsible for performing more complex tasks such as serving in a lead worker capacity over an assigned unit. This class is distinguished from Courtroom Clerk in that the latter perform clerk activities exclusively within a courtroom setting.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Positions at the Legal Process Clerk I level may perform some duties in a learning capacity.

- Verifies, enters, retrieves, corrects, and updates data in the court database system.
- Maintains and prepares document files based on court policies and procedures; assigns identification codes; retrieves or searches for files; retrieves, reviews, and prepares the appropriate legal documents for purging.
- Prepares and issues various legal orders as directed, which may include warrants, writs, orders, subpoenas, abstracts and other legal documents on behalf of the court; recalls

warrants, exonerates bail, prepares judgments, opens and dismisses or seals cases in accordance with established codes and court procedures.

- Assists the public in person or by phone; answers inquiries and explains legal filing processes and procedures, including the use of court forms and general rules of the court; provides procedural information regarding status of legal cases; accepts routine filings.
- Explains and accepts payment for fees and fines, issues receipts; reviews and updates payment of fines in court database system and notifies appropriate parties; balances cash drawers.
- Prepares a variety of documents related to court operations including court calendars, notices of hearings, court appearances, appeals, or petitions; coordinates the flow of documents necessary for court assignments; retrieves and delivers legal files and documents to and from the court or other appropriate parties.
- Reviews legal documents for accuracy, completeness, compliance with court policies and procedures; returns unacceptable documents, notes discrepancies and reasons for rejection; affixes seals and stamps to endorse, certify, or file documents.
- Processes and distributes incoming and outgoing mail for the assigned unit or department.
- Performs duties in support of jury assembly; checks in jurors; facilitates juror orientation; summons new jurors; processes jury payroll; generates and delivers lists of perspective jurors to designated courtrooms.
- Retrieves and distributes legal documents, office supplies, and various items required within the courtroom by judges, attorneys, and Courtroom Clerks.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment and multi-line telephones.

QUALIFICATIONS

Knowledge of:

- 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.
- Basic principles of cash handling.
- 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.
- 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 supervision.
- Learn and understand the organization and operation of the court and of outside agencies as necessary to assume assigned responsibilities.
- Organize, maintain, and update court database and records systems.
- File materials alphabetically, chronologically, and numerically.

- Assist in scheduling and coordinating 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:

Legal Process Clerk I
Equivalent to the completion of the twelfth (12th) grade and one (1) year of general office clerical experience.

Legal Process Clerk II
Equivalent to the completion of the twelfth (12th) grade and two (2) years of general office clerical experience, including one (1) year of court document processing.

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, in all cases with the use of proper equipment and/or assistance from other staff.

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.