



October 2018
FLSA: NON-EXEMPT
CLASS CODE: 00967

LEGAL PROCESS CLERK III

DEFINITION

Under general supervision, performs varied and complex legal clerical tasks and courtroom support functions which may include processing, preparing, filing, and maintaining a variety of legal documents, data entry and retrieval from court database system; provides technical assistance and review of more complex and non-routine legal processing activities; provides information and assistance to the general public; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Legal Process Supervisor or Court Services Supervisor. Exercises technical and functional direction over assigned staff.

CLASS CHARACTERISTICS

This is the advanced journey level class in the Legal Process Clerk series responsible for the most complex legal document processing, data entry, and technical direction of Legal Process Clerks I and II. 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. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from the Legal Process Supervisor in that the latter is the full supervisory level in the class series, with responsibility for planning, organizing, reviewing and evaluating the work of Legal Process Clerks and implementing new practices and procedures within the department. 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)

- Provides lead direction and training to staff handling file preparation, processing, and maintenance; reviews the work of others; serves as a technical resource.
- 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, issues or enters various legal orders, which may include warrants, writs, orders, subpoenas, abstracts and other legal documents on behalf of the court; recalls warrants, exonerates bail, prepares judgments, and opens, 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 minutes, 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.
- Enters data involving sentencing and disposition of cases as it relates to re-sentencing and amendments after initial sentencing and/or disposition.
- 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.
- Prepares and posts checklists to inform the parties of basic procedural deficiencies in 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.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment and multi-line telephones.
- Assists the Courtroom Clerks with various courtroom support functions; enters data into the court database system involving sentencing, disposition of cases, and continuances; examines, prepares, and reviews a variety of courtroom related documents including but not limited to criminal information sheets, criminal protective orders, minute orders and abstracts; performs statistical data entry.
- Prepares, processes, and certifies orders in the courtroom.
- Provides procedural information to defendants after case resolution.
- Performs the duties of the Courtroom Clerk in their absence.

QUALIFICATIONS

Knowledge of:

- Principles and practices of lead direction and training.
- 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 records maintenances practices as applied to Court public files.
- 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 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 minimal supervision.
- Organize, maintain, and update court database and records systems.
- 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 four (4) years of general office clerical experience, including three (3) years of progressively responsible court document processing 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, 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.