

DEPUTY COURT CLERK III

DEFINITION

Under general supervision, to perform a wide scope of Court Room Clerk duties in a designated courtroom of the Superior Court of California, County of San Francisco; to attend court sessions and prepare records of court proceedings in conformance with statutes, policies, and the direction of the Judge; to swear in witnesses and juries; to maintain exhibits offered in evidence; to provide lead direction and training for other court services support staff, as assigned; on a regular basis, to perform a wide variety of the most complex court support work for the Superior Court of California, County of San Francisco, including legal document processing, public counter work, data entry, jury support and other court specific functions; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the Court Room Clerk level, as well as the advanced, specialized support, and lead level in the Deputy Court Clerk class series. This level is used for positions which are regularly (at least one-third (1/3) of the time) assigned Court Room Clerk responsibilities. Incumbents may also be assigned lead worker and work coordination responsibilities for other staff and/or unique job assignments, such as coordinating Court Interpreter services for assigned departments of the Superior Court of California, County of San Francisco. This class is distinguished from Deputy Court Clerk II in that Deputy Court Clerks II do not have lead responsibilities, nor do they regularly perform Court Room Clerk assignments, or exercise specialized responsibilities, such as securing Court Interpreters and coordinating Interpreter services. This class is distinguished from Court Supervisor I in that Court Supervisors I exercise full first-line supervisory responsibilities not delegated to this class.

REPORTS TO

Court Manager, Criminal Calendar Coordinator, or Court Supervisor I or II.

CLASSIFICATIONS SUPERVISED

This is not a supervisory class. However, incumbents may provide direction, guidance, and work coordination, in a lead capacity, for Deputy Court Clerks I and/or II. Such lead responsibilities may include training and quality control of work product, but not the formal evaluation of employee performance.

DEPUTY COURT CLERK III - 2

Superior Court of California
County of San Francisco

Class Code: 0430
Date Established: 6/17/99
Date Last Revised:

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Serves as clerk to a judicial officer in the preparation and execution of daily court calendars and/or matters in trials; attends court to record “rough” minutes and administer oaths; records, files, and maintains custody of trial exhibits; prepares minute orders, legal notices, court decisions and other legal documents; determines, whether jury and appropriate per diem fees have been paid; prepares, signs, certifies and approves orders and judgments of the Court; processes motions, prior to and after judgment; processes the issuance of orders and writs; sends notices of Court actions to a variety of parties; impanels juries; calculates jury fees; certifies correctness of minutes; enters proceedings in dockets; reviews and approves default judgments; informs interested parties of court procedures; verifies that parties are present, including jurors, counsel, and litigants, before the beginning of proceedings; may arrange for interpreters; schedules and calendars proceedings when in court; notifies affected parties of hearing and trial dates; provides lead direction, work coordination, and guidance for assigned staff; organizes, schedules and assigns work; sets priorities and reviews work for quality control; upon request, provides input to the assigned supervisor regarding performance evaluations of team members; trains and instructs staff in work methods and procedures; prepares training manuals and materials; provides assistance for other staff in resolving difficult work problems; researches and resolves difficult customer service problems and questions; performs a wide variety of the more complex and technical court support work requiring a detailed understanding of overall Court functions and procedures; reviews documents, researches discrepancies, and verifies information; provides information to attorneys, litigants and the public regarding unit functions; regularly serves as a liaison with other Court departments, law enforcement agencies, and concerned parties; provides input on improved service delivery procedures; prepares a variety of documents related to processing of small claims, civil, traffic, criminal, juvenile, probate, or family court such as writs, abstracts of judgments, writs of executions, minute orders, summons, and subpoenas; may be assigned to recruit and select interpreters for use in various Court departments, ensuring proper coverage of court rooms and payment of service fees; compiles statistical information; operates a variety of office machines and equipment such as computers, typewriters, adding machines and calculators; maintains and updates files and databases; generates computer reports.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand, for extended periods and frequently walk, bend, stoop, lift, and stretch; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office and courtroom environment; continuous contact with judicial officers, attorneys, litigants, other staff and the general public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles and practices of team leadership and training.
- California statutes related to court procedures such as the Code of Civil Procedure, Penal Code, Vehicle Code, Probate Code, Family Code, Welfare and Institution Code, Rules of Court and related statutes.
- Public and community relations.
- Legal procedures and documents used in court cases, including statutory filing requirements for documents.
- Legal terminology.
- Preparation and maintenance of court calendars.
- Establishment and maintenance of filing and information retrieval systems.
- Personal computers and software applications related to court support work.
- Legal clerical and financial record keeping practices and procedures.
- Proper English grammar, spelling and usage.
- Cashiering.

Ability to:

- Perform the full scope of court room and clerical and support work for a Judicial Officer involving the use of independent judgment and requiring speed and accuracy, as well as working within strict time constraints.
- Schedule, assign, and review the work of other Court support staff in a team leader capacity and for quality control of product.
- Research, understand, interpret, explain and utilize California statutes related to court procedures.
- Perform specialized Court support assignments.
- Prepare clear, concise and accurate records and reports.
- Type at a speed or use a keyboard at rate of 35 words per minute and prepare materials with reasonable accuracy.
- Work with considerable initiative and independence while exercising good judgment in recognizing scope of authority.
- Review legal documents for correctness of form, completeness of information, and conformance with established requirements.
- Explain laws, regulations, and procedures regarding completion and filing of legal documents,
- Use a personal computer and appropriate software for word processing, record keeping, and Court support functions.
- Effectively represent the Superior Court of California, County of San Francisco in contacts with the public and representatives of other government agencies.
- Maintain confidential information when required by legal or ethical standards.
- Establish and maintain effectively working relationships with others.

DEPUTY COURT CLERK III - 4

Superior Court of California
County of San Francisco

Class Code: 0430
Date Established: 6/17/99
Date Last Revised:

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two years of experience equivalent to that of a Deputy Court Clerk II with the Superior Court of California, County of San Francisco, performing a variety of court support assignments requiring substantial knowledge of court processes and legal documents and the ability to apply rules and procedures pertaining to court actions.

Special Requirements:

Incumbents may be required to pass a criminal history background check. Information discovered through such a background check may become grounds for dismissal from employment.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are "at will" employment at the pleasure of the Judges of the Superior Court of California, County of San Francisco.