

DEPUTY COURT CLERK I

DEFINITION

Under supervision, to perform a wide variety of general 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; to perform basic fiscal record keeping and maintenance assignments; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry, training, and first working level in the Deputy Court Clerk class series. Incumbents are expected to perform routine duties within an assigned unit. A supervisor or higher level Deputy Court Clerk is typically available to resolve unusual or difficult problems. In general, these positions are typically flexibly staffed to the Deputy Court Clerk II or Fiscal Technician level. Incumbents who demonstrate adequate work proficiency will normally be promoted to Deputy Court Clerk II or Fiscal Technician within the same position after a competitive selection process has taken place. In specific cases, where job assignments are limited to record retrieval and mail functions, permanent allocation may be limited to the Deputy Court Clerk I level. This class is distinguished from Deputy Court II and Fiscal Technician in that Deputy Court Clerks II and Fiscal Technicians are expected to perform a broader range of assignments with less guidance and supervision.

REPORTS TO

Court Manager, Court Supervisor I, II, Criminal Calendar Coordinator, Fiscal Services Supervisor, or Fiscal Systems and Services Manager, as assigned.

CLASSIFICATIONS SUPERVISED

This is not a supervisory class.

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

Learns and performs basic Court support work, acquiring substantial knowledge and understanding of court functions, policies and procedures within an assigned area; reviews documents, researches discrepancies and verifies information; learns and assists with developing calendars, scheduling court dates, and recording dispositions; may respond to and resolve customer service questions and problems; provides information to attorneys, litigants and the

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Superior Court of California
County of San Francisco

Class Code: 0410
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public regarding unit functions; enters and retrieves data from computer systems; reviews information and makes corrections; may perform system testing work; learns processing requirements and prepares a variety of documents related to small claims, civil, traffic, criminal, juvenile, probate, or family court such as writs, abstracts of judgments, writs of executions, minute orders, summons, and subpoenas; learns procedures and schedules court cases for hearing dates; learns to develop and maintain calendars of cases set for trials and/or other proceedings; accepts legal documents, reviewing them for correct form and timeliness of filing; annotates case files and status records to reflect receipt of documents and/or other required actions; learns to establish, maintain, and close case files or systems of legal records; compiles workload and status records; compiles statistical information; performs a variety of fiscal record keeping and maintenance work; 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; accepts payments for bail, fines and fees; issues receipts; sorts and files legal materials such as forms, pleadings, correspondence and related documents; locates and pulls court files; searches files and verifies that materials placed in files are related to the proper case and complete; opens, time stamps, sorts, and distributes incoming documents and mail according to routing procedures and time constraints; may prepare bench warrants and other types of criminal warrants; sends notices of court actions to a variety of parties.

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 other staff, attorneys, litigants, and the general public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Clerical practices and procedures.
- Proper English grammar, spelling and usage.
- Principles and practices of public relations.
- Cashiering
- Arithmetic, including addition, subtraction, multiplication and division.
- Personal computers and software applications.

Ability to:

- Learn the 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 procedures.
- Perform clerical work involving judgment and accuracy.
- Prepare clear, concise and accurate records and reports.
- Type at a speed or use a keyboard at the rate of 35 words per minute and prepare material with reasonable accuracy.
- Understand, explain, and apply office practices and procedures.
- Use a personal computer and appropriate software for word processing, record keeping, and court support functions.
- Operate standard office machines and equipment such as word processing equipment, computer terminals, printers, adding machines, and copy equipment.
- Read, write, and speak English at a level necessary for satisfactory job performance.
- Effectively represent the Superior Court of California, County of San Francisco with judicial officers, attorneys, litigants, other staff and the general public.
- Maintain confidential information when required by legal or ethical standards.
- Establish and maintain cooperative working relationships.

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:

One year of experience performing a variety of office support work.

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.