

Court Clerk I

Definition

Under close supervision, this specialized clerical level staff performs legal processing, courtroom, and judicial support duties.

Distinguishing Characteristics

This is the entry and first working level in the Court Clerk class series. Incumbents perform a limited range of legal processing, courtroom and judicial support duties.

Examples of Duties

1. Receives and examines legal documents for accuracy, completeness, and conformity to requirements; returns unacceptable documents; affixes seals and stamps to endorse, certify, and/or file documents; examines ledgers, reports, and other financial documentation for technical defects and accuracy.
2. Prepares and maintains documents and exhibits; files legal documents and related case materials; retrieves and delivers files and documents to court or appropriate parties; maintains court records and files such as records of court appointed counsel and experts; receipts, marks and takes custody of evidence.
3. Attends court sessions and takes minutes of actions and proceedings; requests clarifications of instructions and order of actions to properly note the official court record.
4. Advises attorneys, public agencies and the public on the status of cases and provides procedural information; answers inquiries and explains fees and fines; assists individuals in locating materials and information.
5. At the direction of a judge, prepares and issues legal orders such as warrants, writs, orders, subpoenas, abstracts, and other official documents on behalf of the courts; recalls warrants, exonerates bail, prepares judgments, and dismisses or seals cases in accordance with established codes and court procedures.
6. Prepares court calendars and /or calendars cases for hearing, conferring with the appropriate individuals according to established procedures; distributes calendars and related case files for review; prepares a variety of documents related to court operations and coordinates the flow of documents necessary for court assignment.
7. Impanels and polls jurors, records challenges, administers oath or affirmations to witnesses and jurors, and records jury service and compensation due jurors.

Reports To: Supervising Court Clerk

Classifications Supervised: None

Judgment and Responsibility

Incumbents work on a set of tasks in accordance with pre-established policies and procedures and standards under close supervision. Incumbents must maintain confidentiality and must use sound judgment in performing court-related duties. Incumbents have no responsibility for the work of others.

Qualification Guidelines

Any combination of training and experience that would likely provide the required knowledge and abilities including knowledge of courts and legal procedures is qualifying. A typical way to obtain the required knowledge and abilities would be: an educational level equivalent to a high school diploma and two years of clerical experience, preferably in a court setting.

Special Requirements:

May be required to work in any of the Courts four locations, Quincy, Chester, Greenville or Portola.

Possession of valid California Driver's License issued by the Department of Motor Vehicles.

Salary Range - \$13.86 to \$16.87 per hour.