

# Court Clerk II

## Definition

Under general supervision, this specialized clerical level staff performs a variety of complex legal processing, courtroom, and judicial support duties.

## Distinguishing Characteristics

This is the advanced level in the Court Clerk class series. This class is distinguished from the Court Clerk I class by the level of difficulty of tasks assigned. Incumbents perform complex and difficult legal processing, courtroom and judicial support work.

## 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 documents for accuracy and technical compliance.
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 complex actions and proceedings;
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 perform assigned duties under general supervision in accordance with established guidelines and policies.

### **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 experience in a court setting.

### **Special Requirements:**

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

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

**Salary Range** - \$14.69 to 17.89 per hour.