

## **CLERK OF THE COURT**

### **DEFINITION**

Under policy direction, plans, organizes, coordinates, and directs the management of the Office of the Clerk of the Court; performs related work as assigned.

### **CLASS CHARACTERISTICS**

This is a manager-level class in the Clerk of the Court series. Incumbents are responsible for planning, organizing, and directing all activities related to the operation of the Office of the Clerk of the Court. In some situations, the Clerk of the Court may also have responsibility for selected administrative functions for an appellate court. This class is distinguished from the Clerk/Administrator in that the latter functions with full authority and accountability for the Clerk's Office and all major administrative responsibilities in an entire appellate court.

### **EXAMPLES OF DUTIES** (*illustrative only*)

- Plans and implements programs and policies for the Office of the Clerk of the Court.
- Plans, organizes, administers, reviews, and evaluates the work of staff, often through subordinate supervisors; oversees or provides for the selection, training, professional development, and discipline of staff.
- Develops and/or revises policies and procedures related to the Clerk's Office and selected administrative policies and procedures as assigned.
- Reviews and responds to correspondence and inquiries regarding interpretation of court policies and procedures.
- Develops, administers, and monitors budget of the Clerk's Office.
- As assigned, assists in or independently handles selected administrative support activities for an entire court, including facility and space planning, the procurement of supplies and equipment, providing the full range of human resources support, coordinating information systems activities, administering a variety of business services support activities, supervising a janitorial staff, and coordinating court security.
- Represents the court to internal and external customers, including the other branches of government, on issues pertaining to the Clerk's Office.

### **WORKING CONDITIONS**

- Attend meetings outside of normal working hours.
- Work occasional evening and weekend hours.
- May be required to travel statewide as necessary.

## **QUALIFICATIONS**

### **Knowledge of:**

- Policies and procedures associated with appeals and original proceedings before an appellate court.
- Functions, procedures, rules, and regulations of the Clerk's Office.
- California Rules of Court and rule making procedures.
- Management principles and practices, including goal setting; employee development; program development, implementation, and evaluation; and the supervision of employees.
- Principles and practices of budget development and administration.
- Administrative principles, practices, and procedures associated with human resources, business services, information systems, finance, security, and other services found in a court.
- Problem-solving and conflict resolution methods and techniques.
- The operation of personal computers and the use of specified computer applications, such as word processing and spreadsheets.
- Principles and techniques of preparing effective oral presentations.
- Principles and techniques of preparing a variety of effective written materials.

### **Ability to:**

- Develop and implement assigned court administrative programs, policies, and procedures.
- Develop and implement goals, objectives, and work standards.
- Manage programs and staff often through subordinate supervisors.
- Translate goals, objectives, and policies into day-to-day operations.
- Develop effective work teams and motivate individuals to meet goals and objectives and provide services in the most effective and efficient manner.
- Maintain fiscal, legal, and statistical records and prepare necessary summaries and reports.
- Develop and administer the budget for the Clerk's Office.
- Apply effective methods of office administration in the areas of purchasing, human resources, budgeting and accounting, information systems, or other business services related to the operation of the court.
- Use initiative and independent judgment within general policy guidelines.
- Apply problem-solving and conflict resolution methods and techniques.
- Operate personal computers and use specified computer applications, such as word processing and spreadsheets.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use tact and discretion in dealing with those contacted in the course of the work.

**Licenses and Certificates:**

None.

**Education and Experience:** Equivalent to possession of a bachelor's degree, preferably in court administration or a related field, and four years of experience as supervisor or manager in a Clerk of the Court Office. A law degree may be substituted for two years of experience.

OR

Two years as an Assistant Clerk.