

**ASSISTANT DEPUTY CLERK I/II/III**  
**DEPUTY CLERK**

**DEFINITION**

Under supervision, performs a variety of clerical, procedural, and legal process support activities in the Office of the Clerk of the Court for a Court of Appeal; performs related work as assigned.

**CLASS CHARACTERISTICS**

*Assistant Deputy Clerk I* is the entry-level and *Assistant Deputy Clerk II* and *Assistant Deputy Clerk III* are the experienced-level classes in the Deputy Clerk series. Initially under close supervision, incumbents gain experience and learn clerical, procedural and legal processing functions of the Office of the Clerk of the Court. As experience is gained, there is greater independence of action within established guidelines. Incumbents may advance to the higher levels after gaining experience and demonstrating proficiency that meets the qualifications of the higher-level classes.

*Deputy Clerk* is the journey-level class of the Deputy Clerk series, and incumbents are fully competent to independently perform the full range of deputy clerk duties. Incumbents work with little supervision and are capable of performing the full range of clerical, procedural, and legal processing functions found in the Office of the Clerk of the Court. This class is distinguished from the Senior Deputy Clerk in that the latter provides lead direction and work review to assigned staff and/or performs and coordinates complex and specialized work.

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

- Prioritizes and examines incoming court documents and materials for conformance to the California Rules of Court, appellate court procedures, and local rules.
- Codes and enters documents into a computer tracking and monitoring system; routes documents to appropriate party.
- Evaluates, prepares, and issues detailed and complex court orders, letters, remittiturs, etc.; reviews and files opinions.
- Answers incoming calls or in-person questions from the court staff, public, attorneys, and other courts regarding cases, California Rules of Court, and other procedural and legal processing issues.
- Opens, reviews, separates, and distributes mail; processes outgoing mail.
- Monitors and follows up on overdue documents and records with trial courts, counsel, and in pro per litigants.

- Prepares and sends out default notices and other notices relating to cases.
- Serves as courtroom clerk, including recording, teleconferencing, and entry of court proceedings into minutes.
- Orders exhibits and files from trial courts; returns exhibits and files to trial courts.
- Prepares oral argument calendar.
- Maintains court files, documents, exhibits, transcripts, etc.
- Receives moneys and prepares financial transaction receipts.

### **WORKING CONDITIONS**

- Must be available to work overtime.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Policies, procedures, and jurisdictional requirements associated with the trial courts and with appeals and original proceedings before an appellate court.
- Functions, procedures, rules, and regulations of the Clerk's Office.
- Pertinent California Rules of Court, Standard California Codes, and the California Style Manual.
- Office and court clerical practices, including filing and the operation of office equipment.
- The operation of personal computers and the use of specified computer applications, such as word processing, data entry, and spreadsheets.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar, and punctuation.

#### **Ability to:**

- Perform detailed clerical and legal processing support activities accurately.
- Apply rules, regulations, codes, and other guides in a variety of work situations in the Clerk's Office.
- Understand and follow oral and written instructions.
- Safely operate standard office equipment.
- Organize and maintain accurate files and records.
- Organize own work, set priorities, and meet critical deadlines.
- Operate personal computers and use specified computer applications, such as word processing, data entry, 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.

**Licenses and Certificates:**

None.

**Education and Experience:**

*Assistant Deputy Clerk I:* Equivalent to graduation from high school and two years of legal clerical processing experience. Or One year as an Appellate Court Records Assistant or two years as an Office Assistant II in the judicial branch.

*Assistant Deputy Clerk II:* Equivalent to graduation from high school and three years of legal clerical processing experience. Or One year as an Assistant Deputy Clerk I in the judicial branch.

*Assistant Deputy Clerk III:* Equivalent to graduation from high school and four years of legal processing experience, including two years of advanced procedural and legal processing experience at the level of an appellate court deputy clerk. Or Two years as an Assistant Deputy Clerk II in the judicial branch.

*Deputy Clerk:* Equivalent to graduation from high school and six years of legal processing experience, including four years of advanced procedural and legal processing experience at the level of an appellate court deputy clerk. OR Two years as an Assistant Deputy Clerk III in the judicial branch.

Directly related college-level course work may be substituted for required experience on a year-for-year basis.