

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

### **DEFINITION**

Under supervision, performs clerical, procedural, and legal process support activities in the Office of the Clerk; 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 apprentice level classes in the Deputy Clerk series. Initially under close supervision, incumbents gain experience and learn to perform clerical, procedural and legal processing functions of the Office of the Clerk. As experience is gained, there is greater independence and complexity of duties 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.

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

1. Prioritizes and analyzes incoming court documents and materials for compliance with the California Rules of Court, appellate court procedures, and local rules.
2. Determines appropriate codes and files documents into a case management system; examines and routes documents to the appropriate party.
3. Evaluates, drafts, and issues detailed and complex court orders, letters, etc.; reviews and files opinions; may collaborate with legal staff in preparation of complex court orders and letters.
4. Monitors, communicates, and coordinates with trial courts, counsel, and self-represented litigants on overdue documents and records; prepares and sends out default notices and other notices relating to cases.
5. Answers inquiries from court staff, the public, attorneys, and other courts regarding cases, California Rules of Court, and other procedural and legal processing issues.
6. May serve as courtroom clerk, including recording, teleconferencing, and/or video conferencing, and entry of court proceedings into minutes.
7. May assist in preparing oral argument calendar.
8. Manages active court files in a document management system.
9. Manages financial transactions for case filings.
10. Manages and processes incoming and outgoing mail.

## **WORKING CONDITIONS**

The California appellate courts are equal opportunity employers. The California appellate courts comply with obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

**Light Work:** Incumbents generally work in a typical office environment with adequate light and temperature. May occasionally exert up to 30 pounds of force, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Positions in this class typically require: sitting for extended periods of time, walking, reaching, standing, grasping, pushing, pulling, lifting, keyboarding, kneeling, crouching, stooping, seeing, hearing, talking, and repetitive motions.

Must be available to work overtime. Must be available to work onsite; remote work may be required on occasion.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Jurisdictional requirements associated with the trial courts and with appeals and original proceedings before an appellate court.
2. Legal terminology and legal source materials, including pertinent California Rules of Court, Standard California Codes, and the California Style Manual.
3. Office and court clerical practices, including filing and the operation of office equipment and telephone systems.
4. The operation of personal computers including data entry and preparation of spreadsheets, and the use of specified computer applications, such as case management systems, document management systems, and e-filing systems.
5. Record keeping principles and practices.
6. Customer service principles and practices.
7. Business English, including composition, spelling, grammar, punctuation, and professional telephone etiquette.

### **Ability to:**

1. Understand and apply policies, procedures, rules, and regulations of the Clerk's Office.
2. Understand complex procedures, legal terminology; prepare accurate materials from such procedures; organize and maintain accurate files and records.
3. Perform a variety of clerical and legal processing support activities accurately; safely operate a variety of office equipment and telephone systems.
4. Make sound decisions in accordance with laws, rules, regulations, codes, internal policies, and procedures in a variety of work situations in the Clerk's Office.
5. Operate personal computers including inputting data, preparing spreadsheets, and using computer applications, such as case management systems and document management systems.

6. Establish and maintain effective working relationships with those contacted in the course of the work; consistently maintain confidentiality.
7. Provide customer service to people with diverse socio-economic backgrounds in difficult situations.
8. Effectively organize work, set priorities, and meet critical deadlines.
9. Communicate clearly and effectively, with tact and courtesy; understand and follow oral and written instructions.

**Licenses and Certificates:**

None.

**Education and Experience:**

*Assistant Deputy Clerk I:* Equivalent to an associate's degree OR equivalent to graduation from high school and two (2) years of legal clerical processing experience.

OR

One (1) year as an Appellate Court Records Assistant OR two (2) years as an Office Assistant II with the judicial branch.

*Assistant Deputy Clerk II:* Equivalent to an associate's degree and one (1) year of legal clerical processing experience OR equivalent to graduation from high school and three (3) years of legal clerical processing experience.

OR

One (1) year as an Assistant Deputy Clerk I with the judicial branch.

*Assistant Deputy Clerk III:* Equivalent to an associate's degree and two (2) years of legal clerical processing experience OR equivalent to graduation from high school and four (4) years of legal clerical processing experience.

OR

One (1) year as an Assistant Deputy Clerk II OR two (2) years as an Assistant Deputy Clerk I with the judicial branch.

*Additional directly related experience or education may be substituted on a year-for-year basis for any of the above.*