

SENIOR DEPUTY CLERK

DEFINITION

Under general supervision, provides lead direction and work review to assigned staff and/or performs the most complex clerical, procedural, and legal process support activities in the Office of the Clerk for a Court of Appeal; performs related work as assigned.

CLASS CHARACTERISTICS

This is the lead and/or specialist level in the Deputy Clerk series. Incumbents may serve in a lead capacity and direct the work of assigned staff, and/or may serve as specialists who work independently and deal with the most complex clerical, procedural, and legal process support activities in the Office of the Clerk of the Court. Recognizing organizational differences, each district will identify the senior-level specialist work appropriate for each court and recommend the same to the Human Resources Bureau. This class is distinguished from the Supervising Deputy Clerk in that the latter is responsible for supervising a staff of Deputy Clerks, with effective authority for their selection, retention, training and development, and with responsibility for day-to-day supervision, evaluation, motivation, and discipline of employees.

EXAMPLES OF DUTIES (*illustrative only*)

- Provides lead direction, training, and work review; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work.
- Provides input into selection, evaluation, discipline, and other personnel matters.
- Performs complex, specialized work identified by each district, requiring expert independent judgment and initiative.
- Also performs journey-level work, including:
 - Prioritizing and examining incoming court documents and materials for conformance to the California Rules of Court, appellate court procedures, and local rules.
 - Coding and entering documents into a computer tracking and monitoring system; routing documents to appropriate party.
 - Evaluating, preparing, and issuing detailed and complex court orders, letters, remittiturs, etc.; reviewing and filing opinions.
 - Answering 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.
 - Opening, reviewing, analyzing, separating, and distributing mail; processing outgoing mail.

- Monitoring and following up on overdue documents and records with trial courts, counsel, and in pro per litigants.
- Preparing and sending out default notices and other notices relating to cases.
- Serving as courtroom clerk, including recording, teleconferencing, and entry of court proceedings into minutes.
- Ordering exhibits and files from trial courts; returning exhibits and files to trial courts.
- Preparing oral argument calendar.
- Maintaining court files, documents, exhibits, transcripts, etc.
- Receiving moneys and preparing financial transaction receipts.

WORKING CONDITIONS

- Must be available to work overtime.

QUALIFICATIONS

Knowledge of:

- Basic supervisory principles and practices.
- 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.
- Safety principles, practices, and equipment related to work.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar, and punctuation.

Ability to:

- Plan, direct, and review the work of others on a project or day-to-day basis.
- Use initiative and independent judgment within established procedural guidelines.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines.
- 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 a variety of standard and specialized 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:

Equivalent to graduation from high school and six years of legal processing experience, including two years of advanced procedural and legal processing experience at the level of an appellate deputy clerk and one year as a lead. Or Two years as a Deputy Clerk in the judicial branch.

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