

## **SUPERVISING DEPUTY CLERK**

### **DEFINITION**

Under direction, provides day-to-day supervision of assigned staff and/or performs the most complex 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**

This is the supervisory level in the Deputy Clerk series. Incumbents are responsible for supervising assigned staff, with effective authority for their selection, retention, training and development and with responsibility for day-to-day supervision, evaluation, motivation, and discipline of employees. Incumbents also perform the most complex clerical, procedural, and legal process support activities for the Office of the Clerk of the Court. This class is distinguished from the Assistant Clerk/Executive Officer in that the latter has overall responsibility for managing the day-to-day operations of the Clerk's Office and administrative functions that may include human resources, information systems, facility management, and/or finance operations for the Clerk's Office or an entire court.

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

- Plans, organizes, assigns, supervises, reviews, and evaluates the work of assigned staff.
- Recommends selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Responsible for assuring work of the office is completed, 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.
- May be required to act for the Clerk/Executive Officer and/or the Assistant Clerk/Executive Officer in her/his absence.

### **WORKING CONDITIONS**

- Must be available to work overtime.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Principles and practices of employee supervision, including selection, work planning, performance review and evaluation, and employee training and discipline.
- Problem-solving and conflict resolution methods and techniques.
- Policies, procedures, and jurisdictional requirements associated 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 the work.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar, and punctuation.

#### **Ability to:**

- Plan, organize, supervise, review, and evaluate the work of others.
- Use initiative and independent judgment within policy 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.
- 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.
- Safely operate a variety of standard and specialized office equipment.
- 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 court deputy clerk and one year of supervisory experience. Or One year as a Senior Deputy Clerk 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.