

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; 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, train 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. This class is distinguished from the Supervising Deputy Clerk in that the latter is responsible for supervising a staff of Deputy Clerks, including selection, retention, 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.
 - Performs complex, specialized work, requiring expert independent judgment and initiative.
 - Provides input to the supervisor into all types of personnel matters such as selection, evaluation, and discipline, as assigned.
 - Reviews, analyzes, and makes recommendations regarding changes to procedures.
 - May assist in preparing monthly statistical reports.
 - May be asked to act in the capacity of the supervisor in his or her absence.
- Also performs journey-level work, including:
- Prioritizing and analyzing incoming court documents and materials for compliance with the California Rules of Court, appellate court procedures, and local rules.
 - Determining appropriate codes and filing documents into a case management system; examining and routing documents to the appropriate party.
 - Evaluating, drafting, and issuing detailed and complex court orders, letters, etc.; reviewing and filing opinions; may collaborate with legal staff in preparing complex court orders and letters.
 - Monitoring, communicating, and coordinating with trial courts, counsel, and self-represented litigants on overdue documents and records; preparing and sending out default notices and other notices relating to cases.
 - Answering inquiries from court staff, the public, attorneys, and other courts regarding cases, California Rules of Court, and other procedural and legal processing issues.

- May serve as courtroom clerk, including recording, teleconferencing, and/or video conferencing, and entering court proceedings into minutes.
- Assisting in preparation of oral argument calendar.
- Managing active court files in a document management system.
- Managing financial transactions for case filings.

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:

- Basic supervisory principles and practices.
- Jurisdictional requirements associated with the trial courts and with appeals and original proceedings before an appellate court.
- Legal terminology and legal source materials, including 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 and telephone systems.
- 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.
- Record keeping principles and practices.
- Customer service principles and practices.
- Business English, including composition, spelling, grammar, punctuation, and professional telephone etiquette.

Ability to:

- Plan, direct, lead, 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.

- Gather and synthesize statistical information/data.
- Understand and apply policies, procedures, rules, and regulations of the Clerk’s Office.
- Understand complex procedures, legal terminology; prepare accurate materials from such procedures; organize and maintain accurate files and records.
- Perform a variety of clerical and legal processing support activities accurately; safely operate a variety of office equipment and telephone systems.
- 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.
- Operate personal computers including inputting data, preparing spreadsheets, and using computer applications, such as case management systems and document management systems.
- Establish and maintain effective working relationships with those contacted in the course of the work; consistently maintain confidentiality.
- Provide customer service to people with diverse socio-economic backgrounds in difficult situations.
- Effectively organize work, set priorities, and meet critical deadlines.
- Communicate clearly and effectively, with tact and courtesy, orally and in writing.

Licenses and Certificates:

None.

Education and Experience:

Senior Deputy Clerk: Equivalent to an associate’s degree and four (4) years of legal clerical processing experience OR equivalent to graduation from high school and six (6) years of legal clerical processing experience.

OR

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

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