

## **SUPERVISING DEPUTY CLERK**

### **DEFINITION**

Under direction, provides day-to-day supervision of assigned staff and 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 supervisory level in the Deputy Clerk series. Incumbents are responsible for supervising assigned staff including 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. 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.

### **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.
- Analyzes and provides input to proposed changes to rules of court; establishes or amends procedures consistent with rule changes.
- Oversees preparation and maintenance of procedure manuals and other resource materials.
- Participates in statewide meetings and working groups.
- May be required to act for the Assistant Clerk/Executive Officer in his or her absence.  
Responsible for assuring work of the Clerk's Office is completed, 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:**

- 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.
- 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, organize, supervise, review, and evaluate the work of others; maintain confidentiality in all personnel matters.
- Use initiative and independent judgment within policy guidelines.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines.
- Gather and synthesize statistical information/data.
- Understand, interpret, and explain 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:**

Supervising Deputy Clerk: Equivalent to an associate’s degree, four (4) years of legal clerical processing experience, and one (1) year of supervisory experience OR equivalent to graduation from high school, six (6) years of legal clerical processing experience, and one (1) year of supervisory experience.

OR

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

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