

APPELLATE COURT RECORDS ASSISTANT

DEFINITION

Under supervision, performs the full range of activities associated with records organization and maintenance in a court of appeal; performs related work as assigned.

CLASS CHARACTERISTICS

This is the journey-level class, and incumbents are fully competent to independently perform the full range of records organization and maintenance duties. Under supervision, incumbents handle assignments involving receiving, filing, storing, retrieving, and disposing of court records. This class is distinguished from the Assistant Deputy Clerk I in that the latter is involved in entry-level work related to legal procedural and process support work in the Office of the Clerk of the Court.

EXAMPLES OF DUTIES (*illustrative only*)

- Maintains record storage and file room, including confidential files and case exhibits.
- Files processed court documents in a timely manner.
- Responds to requests from court staff for files and records.
- Arranges for disposal and/or shipment of records; pulls records, checks all documents against docket, boxes, weighs, enters pertinent information on shipper log, etc.
- Maintains all logs and record-keeping processes associated with accepting, storing, and disposing of court records.
- Processes incoming/outgoing mail, including: mail pick up; x-raying, opening, and distributing incoming mail; and folding, weighing, stamping, and carrying outgoing mail to post office.
- Maintains inventory of office supplies/paper; maintains paper supplies for printers.
- Performs routine office work in support of Deputy Clerks.

WORKING CONDITIONS

- Must be available to work overtime.

QUALIFICATIONS

Knowledge of:

- Office practices and procedures.
- Records maintenance procedures and techniques, including filing, sorting, duplicating, distributing, maintaining, storing, and disposing of court records and exhibits.
- The operation of personal computers and the use of specified computer applications, such as word processing, spreadsheets, and data entry.
- The operation of equipment related to mail processing such as x-ray equipment and postal metering machines.
- Basic safety principles, practices, equipment and materials related to the work.
- Correct business English, including spelling, grammar, and punctuation.
- Business arithmetic.
- Record-keeping principles and practices.

Ability to:

- Perform detailed office support work accurately.
- Understand and follow oral and written directions.
- Apply records management techniques.
- Operate records management and mailroom equipment.
- Maintain records, indexes, and logs.
- Maintain accuracy and attention to detail.
- Organize own work, set priorities, and meet critical deadlines.
- Lift and safely move boxes weighing up to approximately 50 pounds.
- Operate personal computers and use specified computer applications, such as word processing, spreadsheets, and data entry.
- Communicate effectively in English, orally and in writing.

Licenses and Certificates:

May require possession of a valid California driver's license.

Education and Experience:

Equivalent to graduation from high school and two years of operational experience in file and records management. Or One year as an Office Assistant II with the judicial branch.