



Senior Court Processing Clerk

Class Code:
7680

SUPERIOR COURT OF CALIFORNIA, COUNTY OF MERCED
Established Date: Mar 22, 2002
Revision Date: Nov 21, 2019

SALARY RANGE

\$22.70 - \$27.62 Hourly
\$1,816.00 - \$2,209.60 Biweekly
\$47,216.00 - \$57,449.60 Annually

CLASSIFICATION DESCRIPTION:

DEFINITION

Under limited supervision, performs a full range of complex document processing duties in support of court operations in an electronic and paperless court environment. Acts as the primary trainer for new and current staff, assigns work and monitors workflow as needed. All provisions of this classification are administered in accordance with the current Memorandum of Understanding and Personnel Policies.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey and lead level capable of performing all document processing activities within a divisions. Incumbents provides training and technical assistance in assignments, review the work of others and assist in planning and implementing work procedures, lead and assign the work of the Court Processing Clerks.

ESSENTIAL FUNCTIONS:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related or a logical assignment for this classification. Other duties may be required and assigned.

1. Leads the work of others engaged in clerical activity associated with processing and recording official documents and trains and coordinates the work of others in the division.
2. Acts as Lead in the absence of the supervisor for the purpose of assigning work, monitoring workflow, cash balancing and deposit reconciliation.
3. Performs the most difficult and complex duties assigned to the division including receiving, examining and processing a variety of legal documents (ex: relating to civil, criminal, traffic, small claims, juvenile, probate, etc.). Ensures work is completed in

accordance with legal and operational procedures. Reviews and implements new work methods and procedures.

4. Receives and examines legal documents for accuracy, completeness, and conformity to requirements; returns unacceptable documents; affixes seals and stamps to endorse, certify, and/or file documents. Prepares clear, concise records and reports. Keeps records for judicial council statistics.
5. Prepares and maintains documents and exhibits; responsible for return or destruction of exhibits pursuant to statute; files legal documents and related case materials; retrieves and delivers files and documents to court or appropriate parties. Organizes evidence room and maintain log.
6. Provides information regarding court procedures; answers inquiries and explains legal filing processes; explains fees and fines; assists individuals in locating material and information at the counter and/or by telephone or mail. Performs active and archive research on cases in various court software systems and microfiche. Responds appropriately to various situations. Retrieve from and return files to the storage warehouse.
7. Verifies, enters, retrieves, corrects and updates information in manual or automated record keeping system including notifying outside agencies (ex: dispositions, citations, etc.).
8. At the direction of a judge, prepares and issues legal orders such as warrants, writs, orders, subpoenas, abstracts, and other official documents on behalf of the court; issues an recalls warrants, exonerates bail, prepares judgments, and dismisses or seals cases in accordance with established codes and court procedures. Follows instructions from judges, conferring with supervisor when necessary.
9. Prepares a variety of documents related to court operations including minute orders, court calendars, docket entries, notices of hearings, court appearances, continuances, or petitions; coordinates the flow of documents necessary for court assignments; retrieves and processes division mail.
10. Collects and records fines and fees; makes appropriate financial entries; issues receipts and balances cash drawers. Performs basic financial and statistical record keeping.
11. Performs duties in support of jury activities such as drawing jury pools, qualifying jurors, impaneling juries, and keeping records on juror compensation.
12. May assist Courtroom Clerks with paperwork. May assist defendants with paperwork and procedures in Courtroom, if needed.
13. Communicates effectively with others in person, over the telephone and in writing.
14. Maintains confidential information in accordance with legal standards and/or court regulations.
15. Operates and maintains various office equipment and machines (such as: personal computer, printers, photocopier, calculator, typewriter, multifunction telephone, scanner, 10 key, microfiche, power files and file stamp). Uses modern office methods and practices, including filing systems, business correspondence and reception techniques.
16. Trains on all Court Processing desks, under the direction of the supervisor.
17. Must work well under pressure, meeting multiple and sometimes conflicting deadlines.
18. Follow verbal and written directions.
19. Must, at all times, demonstrate professional and cooperative behavior with co-workers, and management. Must deal tactfully and courteously with the public and legal representatives in providing information about court functions and proceedings.
20. Attend training as offered and/or directed; travel to off-site courts and other locations as needed.
21. Other duties as assigned.

SUPERVISORY DUTIES

None

WORK HOURS

As directed, per Division needs, including overtime.

MINIMUM QUALIFICATIONS:

Education:

Educational level equivalent to a high school diploma or GED

Experience:

Three (3) years court experience. Proven successful proficiency in at least two (2) different assignment areas of the court system is preferred.

Knowledge of:

- Modern office practices and procedures including filing, basic mathematics, record keeping and advanced office equipment operation
- Advanced data processing principles and the use of word processing or personal computer equipment in legal clerical operations/settings
- Preparation and maintenance of court calendars
- English language usage, vocabulary, spelling and punctuation as well as use of legible handwriting
- Forms, records, document processing procedures
- Legal terminology and judicial rules applicable
- Cash handling and balancing; reconciliation of payments
- California codes and local rules of Court pertaining to court operations
- Principles and practices of training
- Basic troubleshooting of office equipment such as: printers, photocopier, calculator, typewriter, multi-function telephone, scanner, 10-key, microfilm/microfiche, power files, file stamp

Skill or Ability to:

- Effectively train and assist co-workers in the performance of court duties using the appropriate training methodology
- Perform difficult and complex detailed court clerical work which involves a high degree of independent judgment and includes analyzing data, interpreting directions, procedures and regulations and developing appropriate responses with speed and accuracy
- Read and understand statutes and instructions related to court proceedings; follow verbal and written directions and use correct legal terminology.
- Review, analyze and assign the work of other Court Processing Clerks
- Communicate effectively - verbal and written - in person, over the telephone and in writing with public, justice partners, attorneys, co-workers, supervisors, managers, commissioners and judges; knowledge of correct English usage, vocabulary, spelling and punctuation as well as use of legible handwriting
- Prepare clear, concise records and reports that are legible with attention to detail; prepare and/or process various legal documents including court orders and warrants
- Perform basic financial and statistical record keeping with correct basic arithmetic processes and simple accounting procedures
- Exercise independent and sound judgement in decision making and communication
- Manage various projects simultaneously, maintaining order and consistency
- Locate, identify and correct technical errors

- Maintain confidential information in accordance with legal standards and/or other regulations
- Establish and maintain effective working relationships with the public, justice partners, co-workers, supervisors, judges, commissioners, independent contractors and other management; work effectively with and assist individuals of various ages and diverse cultural backgrounds; deal tactfully and courteously with the public and legal representatives in providing information about court functions and proceedings
- Must work well under pressure, meeting multiple and sometimes conflicting deadlines
- Effective for New Hires beginning 4/2/03 - Valid California Driver's License or self-arranged transportation between courts, storage facility, etc., if required; driver must have acceptable driving record
- Must successfully complete fingerprinting and Criminal Record Background Check

Desired Knowledge, Skills and Abilities:

Advanced knowledge and understanding of court process and procedures

A valid class C California driver's license required or self-arranged transportation. Driver must have an acceptable driving record. The requirement will be reviewed on a position basis in accordance with ADA regulations.

ESSENTIAL PHYSICAL & MENTAL DEMANDS:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data, and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness, and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

Physical Ability:

- Strength, dexterity, coordination, and vision to use a keyboard, computer monitor, and other office equipment on a daily basis and for extended periods of time
- Fine finger manipulations, dexterity, and coordination to handle files and single pieces of paper
- Forceful and repetitive gripping, grasping, and pinching
- Occasional lifting and carrying of objects weighing up to 20 lbs.
- Frequent reaching for items on shelves, above, at, and below desk/shoulder level
- Exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or negligible amount of force constantly to move, torque, twist, push, and pull objects
- Frequently sit for extended periods; frequently stand for extended periods; and frequently walk, move, bend, stoop, lift, and stretch
- Able to move to different locations such as, but not limited to: courtrooms, clerk's office, various departments, other court facilities, and desk assignments based on the operational needs of the Court
- Able to traverse inside and outside over uneven ground and pavement
- Perform repetitive writing, typing, copying
- Employees are regularly required to verbally communicate both in person and by telephone
- Corrected hearing and vision to normal range

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.