



Court Processing Clerk I

Class Code:
7486

SUPERIOR COURT OF CALIFORNIA, COUNTY OF MERCED
Established Date: Mar 15, 2002
Revision Date: Jan 3, 2022

SALARY RANGE

\$17.18 - \$20.89 Hourly
\$1,374.40 - \$1,671.20 Biweekly
\$35,734.40 - \$43,451.20 Annually

CLASSIFICATION DESCRIPTION:

DEFINITION

Under general supervision, learns various clerical duties to assist within the operations divisions of the Court. Performs a variety of tasks to facilitate court operations in an electronic and paperless court environment and performs related duties as required. All provisions of this classification are administered in accordance with the current Memorandum of Understanding and Personnel Policies.

DISTINGUISHING CHARACTERISTICS

This is the trainee and entry-level classification in the Court Processing Clerk series. Incumbents receive training in the policies and procedures of processing work. Progression to Court Processing Clerk II requires demonstration of proficiency in functioning independently in a variety of processing duties.

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. May assist Courtroom Clerks with paperwork. May assist defendants with paperwork and procedures in Courtroom, if needed.
2. 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 statistics.
3. Prepares and maintains documents and exhibits; files legal documents and related case materials; retrieves and delivers files and documents to court or appropriate parties. Organizes evidence room and maintains log.

4. Provides information regarding court procedures; answers inquiries and explains legal filing processes; explains fees and fines; assists individuals in locating 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. Retrieves from and return files to the storage warehouse.
5. Verifies, enters, retrieves, corrects and updates information in manual or automated record keeping system including notifying outside agencies (ex: dispositions, citations, etc.).
6. 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 and 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.
7. 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.
8. Purge cases in accordance with court policies and procedures.
9. Collects and records fines and fees; makes appropriate financial entries; issues receipts and balances cash drawers. Performs basic financial and statistical record keeping.
10. Provides record imaging services and quality control for electronic records.
11. Performs duties in support of jury activities such as drawing jury pools, qualifying jurors, impaneling juries, and keeping records on juror compensation.
12. Communicates effectively with others in person, over the telephone and in writing
13. Maintains confidential information in accordance with legal standards and/or court regulations.
14. 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.
15. Trains on all Court Processing desks, under the direction of the supervisor and/or lead; follow verbal and written directions.
16. Must work well under pressure, meeting multiple and sometimes conflicting deadlines
17. 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.
18. Attend training as offered and/or directed; travel to off-site courts and other locations as needed.
19. Other duties as assigned.

WORK HOURS

As directed, per Division needs, including overtime.

MINIMUM QUALIFICATIONS:

Education:

- Educational level equivalent to a high school diploma or GED

Experience:

- Two (2) years of progressively responsible clerical work and typing experience

OR

- Education in legal field (ex: paralegal) may be substituted for up to one (1) year of clerical experience

Necessary Employment Standards

Knowledge of:

- Modern office practices and procedures including filing, basic mathematics, record keeping and standard office equipment operation
- Basic data processing principles and the use of word processing or personal computer equipment in legal clerical operations/settings
- English language usage, vocabulary, spelling and punctuation as well as use of legible handwriting

Skill or Ability to:

- Accurately carry out oral and written instructions
- Operate a computer and peripheral devices in an advanced technology setting.
- Research and apply legal codes as they pertain to the processing of legal documents
- Read and understand statutes and instructions related to court proceedings. Follow verbal and written directions and use correct legal terminology
- 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.
- 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
- 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
- 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
- Successfully complete fingerprinting and Criminal Record Background Check

Desired Knowledge, Skills and Abilities:

- Basic knowledge of court process and procedures
- Legal terminology
- Cash handling and balancing; reconciliation of payments
- Operation and basic troubleshooting of office equipment such as printers, photocopier, calculator, typewriter, multi-function telephone, scanner, 10-key, microfiche, power files, file stamp

License, Certification and/or Special Requirements

- Clerical work which required use of legal terminology, computer data entry, court accounting maintenance, understanding of court procedures and extensive direct public contact, is preferred
- 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.