

***COURTROOM CLERK III***

---

**DEFINITION**

Under general supervision, performs specialized clerical work in support of courtroom operations; and performs other related work as assigned.

**DISTINGUISHING CHARACTERISTICS**

This class is distinguished from Courtroom Clerk I/II in that incumbents are responsible for independently performing a variety of complex courtroom clerking, scheduling functions, technical guidance and training of staff. Incumbents have a broad understanding of courtroom operations and courtroom proceedings for various case types. Courtroom Clerk III's are expected to provide support as a lead worker and as needed, to provide coverage for any courtroom assignment.

**TYPICAL TASKS**

- trains staff in courtroom proceedings for various case type assignments and monitors work progress;
- writes procedures to be incorporated into reference manuals;
- operates and trains staff in the use of electronic recording equipment and automated case management systems;
- reviews files for completeness and compliance with procedural requirements and statutory limitations;
- researches complex or unusual document processing activities and recommends solutions;
- schedule Courtroom Clerks and /or bailiff's for courtroom assignments as needed;
- duplicates electronic recordings as requested;
- takes and enters minutes of court actions, motions, dispositions, hearings, trials and calendars;
- enters orders of the Court into the case management system;
- receives, marks and preserves exhibits - destroys exhibits per statute;
- impanels juries and keeps records of jurors' appearances;
- administers oaths to witnesses, jurors and bailiffs;
- coordinates with Jury Services on the collection of jurors fees, mileage, and Court Reporter appearance fees;
- issues bench warrants, subpoenas, and writs when ordered by the Court;
- processes motions for new trial and statements of decision;
- searches Court records for attorneys and the public;
- types orders, judgments and commitments;
- composes, prepares and mails correspondence;
- prepares and maintains Court calendars;

- answers inquiries by telephone and mail;
- acts as liaison between the court, the public, attorneys, other staff and County agencies.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- legal terminology;
- California Codes and local rules of the Court pertaining to court operations;
- principles of effective customer service;
- rules of English grammar, spelling, and punctuation;
- courtroom protocol;
- courtroom procedural tasks for a variety of case types;
- the goals and functions of the judicial system at the local and state level;
- basic principles of supervision.

### **Ability to:**

- lead and train the work of others;
- use advanced legal terminology and procedures for preparing, examining and maintaining legal documents and minute orders;
- communicate effectively both orally and in writing;
- reason analytically and organize facts;
- apply complex rules and procedures;
- understand and carry out oral and written instructions;
- independently exercise good judgment in performing assigned duties;
- perform multiple activities and assignments, often simultaneously, while maintaining attention to detail and accuracy;
- work with judicial officers, co-workers, attorneys, supervisors and the public while under pressure, time constraints and professional and legal standards;
- keyboard at a corrected rate of 45 wpm;
- operate a variety of office equipment;
- interpret filing requirements and procedures in statutes and rules of Court;
- review and prepare training material for new laws, rules of court and forms;

## **PHYSICAL CHARACTERISTICS**

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing sufficient to accurately record Court proceedings and communicate effectively with the public and Court staff. Dexterity and coordination to handle files and single pieces of paper. Moves objects weighing up to 25 lbs., such as files, stacks of papers, reference and other materials. Personal mobility to work in various office and courtroom locations. Remain in a stationary position for prolonged periods of time.

## **EXPERIENCE/EDUCATION**

Four years of experience which must have involved the filing, indexing and processing of legal documents, forms or records used for Court proceedings AND two years of experience equivalent to a Courtroom Clerk II.

## **OTHER CONDITIONS OF EMPLOYMENT**

- This classification requires incumbents to remain available to work in a courtroom setting outside of normal business hours, on an as needed basis.
- This position may require a valid driver's license.