

## ***COURT PROCESS SUPERVISOR***

---

### **DEFINITION**

Under direction, the Court Process Supervisor attends sessions of the Superior Court, and will plan, assign, review and evaluate the work of assigned staff; may perform other related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This supervisory position will be assigned duties that emphasize the Courtroom and Judicial support. Incumbents will be required to provide implementation of organizational policies, procedures and administrative Courtroom legal process work. The Court Process Supervisor has a broad understanding of department operations. Responsible for supervising and training the Courtroom duties required of Court Process Clerks.

### **TYPICAL TASKS**

- Participates in the selection, development and evaluation of staff
- Plans, assigns, schedules, supervises, trains, coaches, reviews and evaluates the work of assigned staff
- Ensures adequate coverage for all courtroom proceedings
- Conducts counseling with assigned staff on work issues as needed
- Recommends and administers discipline to staff as required
- Acts as liaison with other department operational units, law enforcement and public agencies
- Provides specialized clerical support for various functions during Criminal Courtroom proceedings
- Ensures remands and referrals are processed correctly
- Reviews and examines correspondence related to legal filings, legal processes, Court procedures and Court calendars
- Responds to any inquiries regarding specific cases
- Composes correspondence, reports, forms and specialized legal documents related to the unit
- Develops procedures and work standards
- Assists in the development and implementation of goals, objectives and procedures for the department
- Monitors changes in laws, policies and procedures that impact work
- Recommends procedural improvements and implements upon approval
- Assists in communicating changes to staff
- Answers complex and difficult questions related to courtroom processing procedures
- Applies departmental policy to resolve conflicts with customers and Justice partners
- Required to attend Court hearings when needed

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Criminal proceedings and Courtroom protocol
- The laws, codes, ordinances and procedures pertaining to Courtroom legal process work of the Superior Court
- Proper customer service techniques
- Correct spelling, grammar, punctuation and the correct use of the English language
- Standard office equipment and personal computers
- Resources and information sources for clerical and technical materials
- Techniques and practices of effective supervision and office management

### **Ability to:**

- Use advanced legal terminology and procedures for preparing, examining and maintaining legal documents
- Speak and write clearly and professionally
- Reason analytically and organize facts
- Understand, explain, and apply specific statutes, codes, laws, regulations and procedures
- Work effectively with Judicial Officers, co-workers, attorneys, supervisors and the public
- Review and prepare training material for new laws, rules of court and forms
- Use, operate and effectively train others on various computer programs relevant to the duties of the position
- Keyboard accurately
- Perform duties under pressure and with many interruptions in a fast-paced Courtroom environment
- Read and comprehend material
- Follow written and oral instructions
- Communicate effectively to establish and maintain effective working relationships

## **PHYSICAL CHARACTERISTICS**

- Dexterity, coordination and vision to use a computer keyboard and video display terminal on a daily basis
- Hearing and speech sufficient to communicate effectively in an office, with the public and Court staff
- Personal mobility to:
  - work in various office and Courtroom locations
  - move objects weighing up to 20 pounds
  - move from place to place within an office
  - sit and/or stand for prolonged periods of time

## **EXPERIENCE/EDUCATION**

Four years of increasingly responsible experience as a Court Process Clerk, Legal Process Clerk, Courtroom Clerk which must have involved the filing and processing of legal documents in a Superior Court setting.

## **OTHER REQUIREMENTS**

- A valid California driver's license may be required.
- Incumbents are required to remain available to work in a Courtroom setting outside of normal business hours on an as needed basis.