



ADMINISTRATIVE SERVICES CLERK I, II, OR III

POSITION SUMMARY: Under general supervision, performs a full range of clerical duties in support of Court operations, including calendaring, jury services, appeals and administrative/judicial support. Must collaborate with coworkers to provide the public, Court staff, attorneys, outside agencies, and judicial officers the highest level of customer service in accordance with the policies and procedures of the Inyo Superior Court.

DISTINGUISHING CHARACTERISTICS: Administrative Services Clerks perform clerical duties required in support of court calendaring, jury services, appeals and general administrative and judicial support.

Administrative Services Clerk I is an entry-level class. It is distinguished from Administrative Services Clerk II class in that it is a training position. Incumbents learn a variety of detailed Court operations and administrative/judicial support work.

Administrative Services Clerk II class is an intermediate class in which incumbents have demonstrated proficiency in at least one function of the outlined essential function categories.

Administrative Services Clerk III is a journey-level class in which incumbents have a demonstrated proficiency in all of the outlined essential function categories.

Must quickly develop a wide knowledge of legal processes, terminology, and functions of the Superior Court.

ESSENTIAL JOB FUNCTIONS: Representative functions of this job classification include, but are not limited to the

following:

Calendaring:

- Copy, distribute, and post calendars; locate and assist in pulling cases on calendar; check upcoming hearings; update calendars as needed; mark calendar with jury trials and estimate amount of days needed; ensure all documents relevant to proceedings are in the case file; route cases to appropriate bench officer; provide CourtCall with calendars by fax and obtain CourtCall finished calendar;
- Process all phone requests for setting hearings, continuances, and/or requests to advance or drop hearings;
- Contact Court-appointed counsel regarding availability; make appointment changes in case management system as needed;
- Schedule hearings, prepare and send applicable notice to litigants, post fees as required;
- Prepare and maintain the master court calendar; secure judicial assignments, coordinate locations and work with Court management to insure that staffing conflicts are avoided;
- Secure services of interpreters, court reporters, and bailiff when necessary;

- Receive Requests for Accommodation and arrange for accommodations needed for litigants, and other parties involved in court activity.

Administrative/Judicial Support:

- Perform office administrative activities and procedures;
- Provide Judicial Support as required;
- Assist in Judicial Officers and Court Executive Officer in special projects;
- Set up and maintain departmental legal records and files;
- Review materials and correspondence and refer matters to attention of legal/management staff;
- Handle and maintain the confidentiality of records and files;
- Processing Records searches received by mail and fax;
- Other related duties as assigned.

Legal Processing:

- Probate Examiner Duties including: review of files including accounting reporting to judicial officer;
- Processing Payment declarations to Court Fiscal Manager and County Administrative Officer for payment;
- Infraction Citation entry;
- Tracking Civil Submitted Matters timelines;
- Evidence Clerk duties.

Appeals:

- Process all appeals filed with the Superior Court Appellate Division and the Court of Appeals.

Jury:

- Prepare jury and Grand Jury payroll and audit bi-weekly; forward to accounting;
- Generate Jury Failure to Appear Report; update as needed; prepare and send out Orders to Show Cause;
- Check in jurors and update systems; print courtroom reports; prepare all other related notices;
- Allocate, print, and mail summons; answer phones; process mail and fax requests; take messages off jury line and return calls; grant, postpone, or deny juror excuses;
- Respond to public inquiries concerning jury duty, randomly select jurors through use of computerized jury system;
- Maintain current information in jury system;
- Update media and court website;
- Maintain and compile necessary statistical information for the department and for other agencies;
- Coordinate annual Grand Jury activities including recruitment, interviews, training, and dissemination of and publishing of reports and responses.

The job duties described herein are representative of the types of duties that could be performed by incumbents in this position. Employees will only be evaluated on those duties or tasks that they actually perform.

Knowledge, skills, and abilities:

Comprehensive knowledge of the legal system and Court procedures, practices, and terminology;
 Knowledge of Court office procedures, including filing, records management practices and procedures; organizing and maintaining accurate files and records;
 Knowledge of basic business data processing principles and practices, including word processor, database, and report formats using preprogrammed case management software;
 Knowledge of the processes associated with impaneling a jury;
 Knowledge of codes, Rules of Court, and statutes applicable to the work assignment;
 Knowledge of correct English usage, including grammar, spelling, punctuation, and business letter writing;
 Knowledge of business arithmetic;
 Keyboard and typing skills to prepare timely, error-free correspondence, reports, and other documents and to ensure the workflow are processed timely and accurately;
 Ability to organize and prioritize work, meet critical deadlines, and coordinate multiple tasks;
 Ability to establish and maintain effective working relationships with those contacted in the course of work, including the public, co-workers, attorneys, and judicial officers;
 Ability to prepare clear, accurate, and effective correspondence, reports, policies, procedures, and other written materials;
 Ability to enter and retrieve data from the Court case management system accurately and efficiently;
 Ability to work independently, overseeing and coordinating assigned specialized responsibilities;
 Ability to make decisions under pressure in a fast-paced, high volume environment;
 Ability to exercise initiative and sound independent judgment within established guidelines;

Ability to maintain strict confidentiality.

Education and experience:

Any combination of education and experience:

A typical pattern is a High school diploma or equivalent GED; **AND** two years of full-time court support, administrative or law-related experience working in a government agency, or office setting. Completion of course work from a law/paralegal school or major course work from an accredited college, university, business school or training school in a field that is related to the knowledge and abilities specified for this classification (24 semester units or 36 quarter units equal one year of experience) may be substituted for a maximum of two years' experience.

Physical demands:

Exerts up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force constantly to move objects including carrying up to 25 pounds up and down stairs;

Arranges records in file cabinets, drawers, and boxes;

Walks to obtain files and records and stands while arranging them.

Other requirements:

Possession of a valid Driver's License at the time of appointment (*This requirement will be reviewed on a position basis in accordance with ADA regulations.*); Criminal History and Background Check – Candidates are required to pass a fingerprint clearance by the Federal Bureau of Investigation (FBI) and Department of Justice (DOJ).

SELECTION: Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, written examination, computer skills exercise, and oral examination accordance with the Immigration Reform and Control Act of 1986.