



Courtroom Clerk II

Class Code:
4858

Bargaining Unit: Service Employees International Union

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
Established Date: Sep 4, 2008
Revision Date: Sep 4, 2008

SALARY RANGE

SEE SALARY SCHEDULE

JOB DESCRIPTION:

JOB DEFINITION

Under general supervision, to record and to prepare minutes of all types of court proceedings; to resolve work flow and other technical and procedural problems within the courtroom; to explain policies and procedures of the court to attorneys and the general public; and to perform other related duties as assigned.

DISTINGUISHING FEATURES

This is the fully experienced working level class in the series that works independently and exclusively within a courtroom maintaining the work flow within the courtroom and communicating the actions taken in the court to appropriate parties.

EXAMPLES OF DUTIES:

NOTE: The following are duties performed by employees in this classification; however, employees may perform other related duties at an equivalent level. Each individual in this classification does not necessarily perform all duties listed.

1. Attends court sessions in order to accurately record official minutes of the court proceedings in a timely manner by writing and/or word processing or inputting the court orders; types and/or writes minutes, commitments, orders, judgments, abstracts, rulings and notices; prepares verdict and judgment forms; record appearances of court appointed counsel, medical examiners and expert witnesses
2. Oversees courtroom operations to ensure that appropriate personnel and parties are present and that courtroom is ready for business.
3. Clearly announces charges and jury verdicts, calls roll, polls jury, swears witnesses; and

administers oaths.

4. Receives, records, marks, secures and maintains control of evidence including weapons, drugs, hazardous material and other valuable items during court proceedings.

5. Impanels jury; records challenges and proceedings during jury selection; documents jury services; computes compensation due; ensures attorneys have paid jury and court reporter fees.

6. Processes requests for interpreters and court reporters; verifies their appearances and payment vouchers, and instructs them on services needed.

7. Assists attorneys, court staff and the public in person and/or by phone; provides procedural and other information regarding status of legal cases and case histories; answers inquiries and explains court and legal filing procedures, processes, forms, fees, fines, and basic rules of court; and processes documents related to court orders and decisions.

8. Notifies parties of court matters via telephone or written notice of appointment, hearing dates, filing dates, court rulings and decisions; provides the public and proper authorities appropriate information; prepares or answers correspondence relating to court procedures and disposition of cases.

9. Reviews written orders and judgments from attorneys and others for proper format and content prior to presentation for judge's signature; screens persons wishing to contact the judge in person and via phone.

10. Distributes and posts court calendars; gathers and prepares all files and data pertinent to cases on calendar for presentation to court at proper time; maintains appropriate tickler files; sorts, copies, files and retrieves documents from case files.

11. Researches various codes and rules to assist in preparation of minutes and in answering questions related to court procedures; retrieves proper volume, code, reference or book from judge's law library as necessary as cases re cited while court is in session; gathers statistical information for use in the preparation of judicial reports.

12. Maintains and coordinates individual court calendar; consults with attorneys, judge and others regarding calendar continuances for pretrial motions, hearings, trials and other calendar matters.

13. Calls courtroom to order and takes charge of the jury in absence of bailiff or court attendant.

14. Assists in training co-workers in procedures, policies, and pertinent laws to perform courtroom clerk duties in assigned department.

15. Provides information and recommendations to supervisor/judge/court attendant, or other party related to procedures in assigned areas.

16. Operates electronic equipment such as communication, recording, and duplicating devices when required.

MINIMUM QUALIFICATIONS:

Experience:

One year of experience equivalent to a Courtroom Clerk I.

KNOWLEDGE AND ABILITIES:

Knowledge of modern office practices and procedures including filing, operation of standard office equipment and personal computers, and business correspondence; English usage, grammar, spelling, vocabulary and punctuation; basic math and record keeping systems; operation, procedures and jurisdiction of the Court; legal forms, documents and terminology relating to civil, criminal, probate, family law, traffic and juvenile cases; Rules of Court and court related sections of various California Codes, ordinances, laws, regulations, provisions and policies related to specific court assignments.

Ability to record minutes of Court proceedings; write legibly and speak understandably; listen carefully to note pertinent information for court records; administer oaths and affirmation; understand, explain, and apply specific statutes, codes, laws, regulations and procedures; remain calm in a highly demanding environment; organize, prioritize and coordinate multiple tasks; maintain flexibility; establish and maintain working relationships with the public, attorneys, staff, and others; communicate in a tactful and professional manner; locate, identify and correct technical inaccuracies; enter data into a computer; work independently with minimal supervision; meet deadlines and complete tasks in a timely manner; calculate fees and fines; and maintain confidentiality.

CLASSIFICATION HISTORY:

Date established: 4/94

Date revised: 7/96, 2/99, 4/03