

LEGAL PROCESS CLERK I

Definition

Under general supervision, this specialized clerical level position performs a full range of clerical duties in support of court operations.

Distinguishing Characteristics

This is the entry and journey level class in the Legal Process Clerk Series. Incumbents perform a variety of legal process duties. This class is distinguished from the Legal Process Clerk II in that the latter typically performs the more difficult work with more independence of action and may be responsible for mentoring, training and/or assigning work of lower level clerks.

Reports to

Court Executive Officer and other court staff as directed.

Representative Duties (The following is used as a partial description and is not restrictive as to duties required.)

- Receives and examines legal documents for accuracy, completeness and conformity to requirements, returns unacceptable documents, files and certifies documents as required.
- Prepares and maintains documents and exhibits; files legal documents and related case materials; retrieves and delivers files and documents to court or appropriate parties.
- Assist public with file or court procedural information or in locating material and explains fines, fees and procedures to public.
- Prepares and issues legal orders such as warrants, writs, orders, subpoenas, abstracts and other official documents on behalf of the court, recalls warrants, exonerates bail, prepares judgment and dismisses or seals cases in accordance with established codes and court procedures.
- Accepts fines and fees and makes appropriate journal or computer entries.
- Collects, compiles and verifies data for statistical studies and reports.
- Enters and retrieves data from computer systems.
- Prepares a variety of documents related to court operations and coordinates the flow of documents necessary for court assignments.
- Any and all other duties as required or assigned.

Typical Working Conditions

Work is performed in an office environment; continuous contact with the public and other court staff.

Typical Physical Requirements

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including but not limited to computer, telephone, calculator, copiers and FAX

Desirable Qualifications

Knowledge of:

- California law relating to court procedures, legal documents and legal terminology
- Establishment and maintenance of files and information retrieval systems
- Modern office management methods and procedures
- Public and community relations
- Arithmetic and cashiering
- Proper English usage, spelling, grammar and punctuation.
- Personal computers and software applications

Ability to:

- Prepare process and review a variety of legal documents for correctness of form, completion of information and conformance with established requirements.
- Perform clerical and court support work involving judgment and accuracy in high volume environment.
- Maintain flexibility and confidentiality
- Work independently and with initiative
- Work with the public and other court staff in a professional and courteous manner
- Establish and maintain cooperative working relationships

Training and Experience:

Any combination of training, experience and education, which would likely provide the required knowledge and abilities, is qualifying. A typical way to qualify is:

- Educational level equivalent to a high school diploma or GED AND
- Experience equivalent to one year of clerical experience, preferably, in a court environment.

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