

## DEPUTY COURT CLERK II

### **DEFINITION**

Under general supervision, to perform a wide variety of general Court support work for the Superior Court of California, County of San Francisco, including legal document processing, public counter work, data entry, jury support and other Court specific functions; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the fully experienced journey level in the Deputy Court Clerk class series. Incumbents are expected to perform a wide variety of Court support assignments requiring a thorough knowledge of Court policies and procedures. In general, this class is a regular career ladder advancement from the Deputy Court Clerk I level. Incumbents may also be assigned to a formal training program to learn to perform court room clerk assignments. For continuing education purposes after an initial training period, incumbents may be assigned court room work duties up to one-third (1/3) of their regular job assignments. If a position routinely exceeds this standard, it should be reviewed for possible reclassification to the Deputy Court Clerk III level and appointment by standard competitive selection and appointment processes.

### **REPORTS TO**

Court Manager, Court Calendar Coordinator, or Court Supervisor I, II.

### **CLASSIFICATIONS SUPERVISED**

This is not a supervisory class.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Performs a wide variety of Court support work requiring substantial knowledge and understanding of Court functions, policies, and procedures; reviews documents, researches discrepancies, and verifies information; schedules Court dates and records dispositions; responds to and resolves difficult customer service questions and problems; provides information to attorneys, litigants and the public; regularly serves as a liaison with other Court departments, agencies, and concerned parties; provides input on improved service delivery procedures; enters and retrieves data from computer systems, reviewing data and making corrections; may perform system testing and screen development work; prepares a variety of documents related to processing of small claims, civil, traffic, criminal, juvenile, probate, or family court such as writs, abstracts of judgments, writs of executions, minute orders, summons, and subpoenas; prepares, coordinates, develops, and

## DEPUTY COURT CLERK II - 2

Superior Court of California  
County of San Francisco

Class Code: 0420  
Date Established: 6/17/99  
Date Last Revised:

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maintains calendars; records dispositions; accepts legal documents, reviewing them for correct form and timeliness of filing; annotates case files and status records to reflect proper receipt of documents and compliance with required actions; establishes, maintains, and closes case files or legal records; compiles workload and status information and statistical data; operates a variety of office machines and equipment; maintains and updates files and databases; generates computer reports; accepts payments for bail, fines and fees; issues receipts; sorts and files legal materials; locates and pulls court files; searches files and verifies the accuracy and correct placement of documents; opens, time stamps, sorts, and distributes incoming documents and mail according to routing procedures and time constraints; processes motions, prior to and after judgment; processes the issuance of orders and writs; may prepare bench warrants and other types of criminal warrants; sends notices of court actions to a variety of parties.

May perform the following duties in a training and learning capacity: Serves as clerk to a judicial officer in the preparation and execution of daily court calendars and/or matters in trials; attends court to record "rough" minutes and administer oaths; records and maintains custody of trial exhibits; prepares minute orders, legal notices, court decisions and other legal documents; determines whether jury and appropriate per diem fees have been paid; prepares, signs, certifies and approves orders and judgments of the court; processes motions, prior to and after judgment; processes the issuance of orders and writs; sends notices of court actions to a variety of parties; impanels juries; calculates jury fees; certifies correctness of minutes; enters proceedings in dockets; reviews and approves default judgments; informs interested parties of court procedures; verifies that parties are present, including jurors, counsel, and litigants, before the beginning of proceedings; may arrange for interpreters; schedules and calendars proceedings when in court; notifies affected parties of hearing and trial dates.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand, for extended periods and frequently walk, bend, stoop, lift, and stretch; 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 computer, telephone, calculator, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office and courtroom environment; continuous contact with judicial officers, attorneys, litigants, other staff and the general public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- California statutes related to court procedures, including the Code of Civil Procedure, Penal Code, Vehicle Code, Probate Code, Family Code, Welfare and Institution Code, Rules of Court and related statutes.

## DEPUTY COURT CLERK II - 3

Superior Court of California  
County of San Francisco

Class Code: 0420  
Date Established: 6/17/99  
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---

- Public and community relations.
- Legal terminology, procedures and documents used in court cases and their statutory filing requirements.
- Preparation and maintenance of court calendars.
- Establishment and maintenance of filing and information retrieval systems.
- Personal computers and software applications related to court support work.
- Proper English grammar, spelling and usage.
- Cashiering.

### **Ability to:**

- Research, understand, interpret, explain and utilize California statutes related to court procedures
- Perform court support work involving judgment and accuracy.
- Prepare clear, concise, and accurate records and reports.
- Type at a speed or use a keyboard at rate of 35 words per minute and prepare materials with reasonable accuracy.
- Review legal documents for correctness of form, completeness of information and conformance with established requirements.
- Explain laws, regulations, and procedures regarding completion and filing of legal documents,
- Use a personal computer and appropriate software for word processing, record keeping, and court support functions.
- Operate standard office machines and equipment.
- Read, write, and speak English at a level necessary for satisfactory job performance.
- Effectively represent the Superior Court of California, County of San Francisco in contacts with the public and representatives of other government agencies.
- Maintain confidential information when required by legal or ethical standards.
- Establish and maintain effectively working relationships with others.

### **Training and Experience:**

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

One year of experience equivalent to a Deputy Court Clerk I with the Superior Court of California, County of San Francisco.

### **Special Requirements:**

Incumbents may be required to pass a criminal history background check. Information discovered through such a background check may become grounds for dismissal from employment.

**DEPUTY COURT CLERK II - 4**

**Superior Court of California  
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*The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are "at will" employment at the pleasure of the Judges of the Superior Court of California, County of San Francisco.*