

Superior Court of California

County of Trinity

Legal Processing Clerk I (Salary Range: \$1997.87 - \$2,677.34)

DEFINITION

Incumbents in this series are responsible for legal document processing, customer service, and other clerical duties in support of court operations.

DISTINGUISHING FEATURES

Under close supervision, incumbents in this entry-level class perform routine to moderately complex clerical duties in the areas of legal document processing, customer service, intake/review, and clerical support work; perform related duties as required. This class is distinguished from Legal Processing Clerk **II** in that the latter is fully competent to perform the full-range of clerical duties in all case types.

MINIMUM QUALIFICATIONS

Education/Experience:

High school diploma or equivalent;

And

Two years of general clerical experience.

REPRESENTATIVE DUTIES

- Provides procedural information, case status, and related assistance to the public; explains and accepts fees and fines; assists individuals in locating material and information.
- Receives and examines legal documents for correctness of information, conformity, jurisdiction, completeness, timeliness, and required supporting documentation before acceptance for action by the court; files, endorses and/or certifies documents and affixes seals.
- Prepares and issues legal orders such as warrants, writs, subpoenas, abstracts and other official documents on behalf of the court; notifies law enforcement agencies of warrant and bail status, process judgments, and dismisses or seals cases in accordance with established codes and court procedures, copies materials from files and sends to requestors.
- Prepares and maintains documents; files legal documents and related case materials; retrieves and delivers files and documents to court or appropriate parties; maintains court records and files, such as records of court-appointed counsel and experts.

- Uses various computer programs to prepare document files, information, and correspondence related to the explanation of court policies and procedures; follows procedures for updating and/or purging electronic files; scans documents.
- Maintains court records, including case tracking, storage, retrieval, preparation, and distribution of records for retention and/or destruction.
- Verifies, enters, retrieves, copies, corrects and updates case information in files, computer records, and automated record-keeping systems.
- Computes, receives, receipts, and records payments of bail, fines and fees. Maintains logs and work production records and composes or prepares routine reports and correspondence related to official court actions.
- Provides clerical support, such as data entry, photocopying, filing, sorting and delivering mail and files.

Knowledge of:

- General office practices and procedures, including filing systems.
- Operation of standard office equipment and personal computers.
- Basic public contact and customer service techniques.
- Standard English usage, grammar, punctuation, spelling, style, and format.
- Standard office equipment and automated systems as used for information storage and document preparation.
- Basic arithmetic.

Ability to:

- **Type a** minimum speed of thirty-five (35) wpm for timely completion of routine assignments.
- Learn and apply relevant legal terminology and court operations procedures.
- Store and maintain records, and use information storage and retrieval systems.
- Provide effective customer service.
- Review and correct documents for accuracy, completeness, and conformity with applicable rules, statutes, policies and procedures.
- Exercise attention to detail.
- Understand and follow complex oral and written instructions.
- Diplomatically communicate with judicial officers and various levels of staff.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate effectively in English, orally and in writing.
- Maintain confidentiality in the course of work.

Physical ability to:

- Lift, carry, push and pull objects weighing up to 25 pounds.
- See well enough to read fine print and view a computer screen.
- Speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone.
- Sit and stand for prolonged periods of time.
- Use hands, arms and shoulders to repetitively operate a keyboard and mouse, and perform repetitive manual tasks such as typing, writing, reaching, grasping, and stamping.
- Walk, bend and stoop to move about a standard office environment.

In compliance with the Americans with Disability Act, the Superior Court of California, County of Trinity will provide reasonable accommodations to qualified individuals with disability and encourages both prospective and current employees to discuss potential accommodations with the employer.

Working environment:

Work is performed in a typical office building with adequate light, moderate temperature, and standard office equipment, including a computer. Incumbents will be working under sometimes difficult and demanding conditions, with frequent deadlines and expectations to produce high quality work under limited time constraints as well as periodic contact with difficult and confrontational individuals. A California driver's license may be required as incumbents may need to travel to trainings/conferences outside of the County.