

COURT CLERK SUPERVISOR

Definition

Under limited supervision, this supervisory position plans, organizes, and supervises the work of the Court Clerk class and other clerical staff.

Distinguishing Characteristics

This is the supervisory level of the Court Clerk series. This class is primarily used in courts that use the Court Clerk series to perform the full range of legal processing, courtroom, and judicial support duties. This class is also used by courts that have one supervisor class to supervise both the Legal Process Clerk and Courtroom Clerk classes. This class is distinguished from the lower level Senior Court Clerk class in that Supervising Court Clerk incumbents have full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc., for a staff of court clerks, with the majority of time spent on supervisory work. The class is responsible for mentoring, training, and assigning the work of lower level clerks and/or performs the more complex court clerk duties requiring specialized knowledge of legal processing, courtroom procedures and operations.

Representative Duties

1.
Plans, assigns, supervises, coordinates, reviews, and evaluates the work of the Court Clerk class, ensures adequate coverage for all legal processing, courtroom, and judicial services activities.
2. Trains staff in legal terminology and procedures, document processing, courtroom duties, minute preparation, and calendar duties; reviews work in progress and upon completion.
3. Participates in the selection of staff; appraises employee performance; conducts counseling on work issues; recommends and administers discipline to staff as required.
4. Develops procedures and work standards for court support staff; ensures that work is performed in a consistent manner.
5. Monitors changes in laws, policies, and procedures that impact work; recommends procedural improvements and implements them after approval; assists in communicating procedures to staff.
6. Answers complex and difficult legal or procedural questions related to document processing and courtroom operations; advises attorneys, public agencies, and the general public regarding the status of legal cases and procedural information; applies departmental policy to resolve conflicts with customers.

7. Prepares and maintains statistical and narrative reports related to activity and work of the unit; provides input into development of budget for the unit.

Judgment and Responsibility

Incumbents receive limited supervision within a broad framework of policies and procedures. Incumbents exercise independent judgment as needed to run the day-to-day operations of their unit. They have full supervisory responsibility for the work of others. Errors in work or judgment could result in inefficient operations of the court, improper and incorrect recording of legal proceedings, and poor community relations.

Qualification Guidelines

Any combination of training and experience that would likely provide the required knowledge and abilities including the knowledge of principles and practices of effective supervision, the legal system and courtroom procedures and operations is qualifying. A typical way to obtain the required knowledge and abilities would be: an educational level equivalent to a high school diploma or GED and four years of experience in a court setting including at least one year in a lead or supervisory capacity.