

Role of the Clerk

Clerk of Court

The clerk of court is the highest-ranking clerical employee in the clerk's office of each court location. The clerk of court oversees and performs a variety of clerical, technical, administrative, and non-judicial functions in support of the operation of the trial court. As custodian of the record, the clerk is responsible for the preservation, safekeeping, and integrity of all court records and for ensuring the timely and accurate processing of all case filings.

Some clerks of court are required to be certified as a deputy magistrate judges. [Administrative Rule 19.2](#) describes the appointment and jurisdiction of deputy magistrate judges. Deputy magistrate judges are authorized to perform specific judicial functions under certain circumstances.

Chief Deputy Clerk

The larger courts, such as Anchorage, Bethel, Palmer, Fairbanks, Kenai, Ketchikan, and Juneau, have chief deputy clerk positions. These clerks assist the Clerk of Court with day to day supervision of the clerk's office.

Deputy Clerk

Deputy clerks work under the direction of the clerk of court. The duties of deputy clerks can vary widely depending on the location at which they work. In smaller courts a deputy clerk may perform case management duties for criminal, civil, and small claims cases, and act as the jury clerk. In larger courts, a deputy clerk may work solely on criminal, civil, or small claims cases, or as an in-court clerk.

