

**Alaska Court System
Class Specification**

CLERK OF COURT II

Range: 12

EEO4: 06

SOC: 43-1011

Class Code: C0133

Definition:

Under general direction, the Clerk of Court II supervises the clerical, technical, and administrative functions of a trial court with a resident magistrate. Incumbents serve as working supervisors, coordinating the work of subordinates in addition to performing clerical and technical duties. The Clerk of Court II is the highest-ranking clerical employee at the court location.

The Clerk of Court II is a supervisory job class with substantial authority to employ, discipline, and adjudicate the grievances of subordinate employees.

Distinguishing Characteristics:

Clerk of Court II is the first supervisory level in the Clerk of Court class series. Positions serve in magistrate court locations and have supervisory responsibilities over a clerical staff of less than nine (9) permanent positions. Incumbents serve as working supervisors coordinating the work of subordinates in addition to performing non-supervisory duties.

The Clerk of Court II is a flexibly-staffed job class. Individual positions may be assigned to perform the duties of a deputy magistrate. Progression to the higher level (SR 14) may occur when the incumbent of a designated position meets the requirements and is appointed as a deputy magistrate in accordance with Administrative Rule 19.2.

Administrative Rule 19.2(b) requires that a deputy magistrate must be at least twenty-one (21) years old, a U.S. citizen, and a resident of Alaska for six months immediately preceding appointment, must have received training for each judicial duty to be performed, and be appointed by the presiding judge.

Deputy magistrates are required to comply with all Canons of the Code of Judicial Conduct except those Canons from which they are specifically exempted in section C of the Application of the Code of Judicial Conduct. The Canons in the Code of Judicial Conduct that apply to deputy magistrates may include restrictions on extra judicial activities.

Supervision Received: A Clerk of Court II works under the direction of the Area Court Administrator. The supervisor is typically located in a different community. Supervision is received through phone, e-mail, and personal conference; general observation of work in progress; and periodic review of completed work. Incumbents occasionally receive direction from a judicial officer or higher-level non-judicial employee.

Supervision Exercised: A Clerk of Court II is responsible for the recruitment, training, evaluation, and discipline of Deputy Clerks and other staff. Incumbents may also investigate and respond to informal disputes and grievances or recommend resolutions among subordinate employees. Responsible, independent judgment is exercised in these functions.

Complexity of Tasks: Duties require training and experience to: apply statutes, regulations, rules, and prescribed practice; select the appropriate rule or procedure; and make decisions that normally have a high consequence of error. Incumbents must make difficult or complex decisions within the scope of the applicable policies and procedures, and be able to use independent judgment in so doing.

Independent Judgment: The duties of a Clerk of Court II require working independently toward general results, devising new methods, and adopting standard procedures to meet new situations.

Examples of Duties:

Supervise trial court activities at the court location. Plan, assign, and review the work of subordinate employees. Establish daily work priorities and schedules. Monitor the daily workflow. Ensure that standards for accuracy and processing are met within the deadlines established in statute, regulation, rule, or procedure.

Interview, hire, train, evaluate, and discipline subordinate employees. Prepare interim and annual performance evaluations in advance of the due date; discuss ratings with employee; and forward for supervisory review, approval, and processing. Review and approve leave requests.

Provide technical support, leadership, and supervision of all functions that comprise the statutory clerk of court activities, including record keeping, calendaring, accounting, and jury management.

Plan, coordinate and schedule the work of staff to ensure adequate coverage of court functions. Adjust work schedules and assignments to accommodate changing priorities. Provide daily supervision and leadership. Assign and review the work of staff.

Ensure that functions, position descriptions, and tasks are well defined and performance standards are valid and clearly understood. Provide training and evaluate performance fairly and objectively.

Handle problems and implement new operational procedures in response to new legal requirements.

Ensure all relevant laws, court rules, and statutory clerk of court activities are adhered to in the filing, processing, review, and control of pleadings and other documents and materials.

Provide service and information regarding court procedures and cases to attorneys, law enforcement officers, prosecutors, judges, magistrates, and the general public.

Ensure that all judgments and orders are entered as provided by law. Conduct cost bill hearings and make certain costs are within acceptable limits. Conduct conferences associated with default judgments.

Approve all bonds for entering a certificate on a change of name. Execute property documents pursuant to a court order.

Perform the duties of a deputy magistrate when certified and appointed deputy magistrate by the presiding judge of the judicial district.

Attend continuing education seminars and/or judicially sponsored seminars. Perform other related duties as required.

Perform higher-level duties for training purposes.

Knowledge, Skills, Abilities:

A Clerk of Court II requires knowledge of:

- Alaska Statutes, Alaska Rules of Court, and local ordinances.
- Court policies and procedures governing the work of the court, including record keeping, accounting, and case processing functions.
- Legal terminology.
- General clerical functions.
- The principles of supervision and management.
- Pertinent policies and procedures of other public and private agencies as they apply to the court.

A Clerk of Court II requires skill in order to:

- Deal tactfully with customers, co-workers, and subordinates.
- Manage the workflow of the court; and
- Identify problems and find solutions;

A Clerk of Court II requires the ability to:

- Develop cooperative working relationships with judicial officers, attorneys, law enforcement officers, court staff, and the public.
- Organize work processes and select work methods and procedures for maximum efficiency;
- Analyze situations and take prompt, effective action.
- Gather and analyze data, reason logically, and draw valid conclusions.
- Select, hire, train, supervise, and evaluate employees.

Minimum Qualifications:

Graduation from high school or completion of a General Education Development (GED) certificate AND one year of general clerical, office, or retail work experience AND the ability to type at least 40 words per minute (net).

OR

Graduation from high school or completion of a General Education Development (GED) certificate AND Completion of 36 semester credit hours or 48 quarter credit hours of coursework from an accredited college AND the ability to type at least 40 words per minute (net).

02/01 – Original

08/01 – MQs Revised (substitutions added)

08/07 – WPA, MQs

02/14 – Remove MQQ's

08/14 – Revised MQ's

01/18 – Revised re Flexible Staffing