Deputy Clerk

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
DEPUTY CLERK I	3620	A13	$35,439 - $52,388
DEPUTY CLERK II	3622	A15	$38,976 - $58,045
DEPUTY CLERK III	3624	A17	$42,976 - $64,469
DEPUTY CLERK IV	3626	A19	$48,244 - $76,028

GENERAL DESCRIPTION

Performs appellate court or administrative docketing work maintaining records and filing, tracking and managing cases filed in an appellate or administrative court, and collecting court fees.

EXAMPLES OF WORK PERFORMED

Receives, files, and processes cases, legal documents, and administrative hearings referred by state agencies in accordance with court policies and procedures.

Sends court notices and correspondence to appropriate parties.

Certifies records for use in other courts, and maintains court files and confidential data.

Responds to and resolves customer service questions and problems.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level IV may also perform work listed within the previous levels.

***Note**: Factors that may distinguish between entry, journey, and senior levels include the scope of responsibility, degree of independence in performing the work, the type and complexity of the work, and an employee's related experience, education, and certifications. For example, deputy clerks performing more routine, repetitive tasks are commonly found within the journey level. Deputy clerks who regularly perform more complex tasks such as researching statutes, providing specialized clerical and administrative support, and providing guidance to other clerical staff may be more appropriately classified at a senior level.*

DEPUTY CLERK I: Performs entry-level appellate court or administrative docketing work. Works under close supervision, with minimal latitude for the use of initiative and independent judgment. Employees at this level may have limited experience and spend the majority of their

time performing simple to routine work following standard practices. Employees may assist others in performing work of greater complexity.

DEPUTY CLERK II: Performs moderately complex (journey-level) appellate court or administrative docketing work. Works under general supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may:

- Examine legal documents submitted to the court for adherence to laws and/or court procedures and request additional records and information as appropriate.
- Issue orders handed down by the court.
- Collect court fees, record money received, disburse fees, and refund money to litigants as appropriate.

DEPUTY CLERK III: Performs advanced (senior-level) appellate court or administrative docketing work. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may provide guidance to others and may:

- Prepare and file various administrative reports such as statistical, fiscal, budgetary, and accounting reports.
- Prepare and forward records for review by higher courts or referring agencies.
- Arrange for interpreters, both foreign language and for the deaf and hearing impaired.
- Maintain dockets or calendar systems for tracking and managing cases.
- Provide information to attorneys, litigants, other state agencies, and the public regarding court policies and procedures; answer correspondence received by the court or referring agency; and respond to requests for documents.
- Maintain the court’s payroll, travel, and related expense systems.

DEPUTY CLERK IV: Performs highly advanced (senior-level) appellate court or administrative docketing work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Plan and coordinate activities such as a law license program and maintaining a judge’s docket.
- Oversee the drafting of judgments and mandates.
- Answer legal correspondence from judges, attorneys, referring agencies, and other parties.
- Verify deposits, money transfers, payrolls, and budgetary funds.
- Maintain official court minutes, orders, and opinions.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to specifically meet the agency’s business needs. Agencies may substitute experience, education, military service, apprenticeships, and relevant credentials for one another, if appropriate and allowed by statute.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of legal terms and concepts.
- Skill in the use of a computer and office equipment.
- Ability to maintain files and records and to communicate effectively.

Additional for Deputy Clerk II - IV levels

- Knowledge of statutes, court rules, and policies.
- Skill in the use of electronic filing and case management systems.

Additional for Deputy Clerk III - IV levels

- Knowledge of accounting principles and practices.
- Ability to perform accounting operations; to prepare reports; to analyze, process, and dispose of legal documents; to communicate effectively; and to provide guidance to others.