



# Deputy Clerk I

Salary Group: A12

Class Code: 3620

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
DEPUTY CLERK I	3620	A12	\$27,840 - \$43,798
DEPUTY CLERK II	3622	A14	\$31,144 - \$49,134
DEPUTY CLERK III	3624	A16	\$34,918 - \$55,130
DEPUTY CLERK IV	3626	A18	\$39,521 - \$64,449

## GENERAL DESCRIPTION

Performs entry-level appellate court or administrative docketing work. Work involves maintaining records and filing, tracking, and managing cases filed in an appellate or administrative court. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Receives, files, and processes cases on appeal from lower courts and original proceedings, or administrative hearings referred by state agencies.

Sends court notices and correspondence to appropriate parties.

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

Assists with the examination of legal documents submitted to the court for adherence to laws and/or court procedures.

Assists in responding to and resolving customer service questions and problems.

Assists in providing information to attorneys, litigants, other state agencies, and the public regarding court policies and procedures.

Assists in maintaining dockets or calendar systems for tracking and managing cases.

Assists in processing appeals.

May handle checks and cash, make deposits, and create financial reports.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in administrative or legal support work. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

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.