



# Deputy Clerk II

Salary Group: A12

Class Code: 3622

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
DEPUTY CLERK I	3620	A10	\$24,910 - \$36,571
<b>DEPUTY CLERK II</b>	<b>3622</b>	<b>A12</b>	<b>\$27,840 - \$43,798</b>
DEPUTY CLERK III	3624	A14	\$31,144 - \$49,134
DEPUTY CLERK IV	3626	A16	\$34,918 - \$55,130

## GENERAL DESCRIPTION

Performs moderately complex (journey-level) appellate court or administrative docketing work. Work involves maintaining records and filing, tracking, and managing cases filed in an appellate or administrative court. May provide guidance to others. Works under general supervision, with limited 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.

Examines legal documents submitted to the court for adherence to laws and/or court procedures and requests additional records and information as appropriate.

Sends court notices and correspondence to appropriate parties.

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

Issues orders handed down by the court.

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

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

Assists in processing appeals and in preparing the outcomes of court proceedings.

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

May provide guidance to others.

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; and of statutes, court rules, and policies.

Skill in the use of a computer and office equipment, and an electronic filing and case management system.

Ability to maintain files and records, to communicate effectively, and to provide guidance to others.