



Deputy Clerk III

Salary Group: A16

Class Code: 3624

<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 advanced (senior-level) appellate court or administrative docketing work. Work involves preparing administrative reports, processing legal documents, and collecting court fees. May provide guidance to others. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Prepares and files various administrative reports such as statistical, fiscal, budgetary, and accounting reports.

Prepares and forwards records for review by higher courts or referring agencies.

Arranges for interpreters, both foreign language and for the deaf and hearing impaired.

Maintains dockets or calendar systems for tracking and managing cases.

Receives and processes cases and legal documents in accordance with court policies and procedures.

Collects court fees, records money received, disburses fees, and refunds money to litigants as appropriate.

Provides instruction on the use of an electronic filing system and on the use of computer software to create electronic briefs and other documents.

Provides information to attorneys, litigants, other state agencies, and the public regarding court policies and procedures; answers correspondence received by court or referring agency; and responds to requests for documents.

May maintain the court's payroll, travel, and related expense systems.

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 an accredited four-year college or university with major coursework in business administration, finance, accounting, management, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of legal terms and concepts; statutes, court rules, and policies; and accounting principles and practices.

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

Ability to perform accounting operations, to prepare reports, to analyze accounting data, to communicate effectively, and to provide guidance to others.