



Deputy Clerk IV

Salary Group: A18

Class Code: 3626

<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 highly advanced (senior-level) appellate court or administrative docketing work. Work involves planning and coordinating court program activities, providing support services, and processing and drafting judgments and mandates. May provide guidance to others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Plans and coordinates court program activities such as a law license program and maintaining a judge's docket.

Oversees the drafting of judgments and mandates.

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

Prepares and forwards records for review by higher courts.

Answers legal correspondence from judges, attorneys, referring agencies, and other parties.

Verifies deposits, money transfers, payrolls, and budgetary funds.

Maintains official court minutes, orders, and opinions.

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

May assist in transferring cases between courts.

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 support services and accounting operations; to prepare reports; to analyze, process, and dispose of legal documents; to communicate effectively; and to provide guidance to others.