

# Market Range Detail - Justice System Clerk

## Effective Date

June 9, 2014

## Market Range Title Description

Under general supervision, provides specialized legal clerical support preparing, reviewing, and processing a variety of legal documents of moderate difficulty and complexity.

## DISTINGUISHING CHARACTERISTICS

Positions are allocated to this MRT based on their role in supporting the legal, justice system, and court procedures. Performs a variety of specialized and responsible assignments requiring advanced knowledge of legal/court processes and the ability to select and apply established policies and procedures.

## DUTIES

- Receives, sorts, and processes legal documents; reviews documents for sufficiency of information, conformity, jurisdiction, completeness, timeliness, and all required supporting documents.
- Enters into and retrieves data from automated case management tracking system; assigns applicable codes; cross references documents for future retrieval; accesses documents by using various indices; follows established procedures for updating and purging records.
- Files and retrieves legal documents and related case materials; maintains the order of documents; purges documents; assembles documents, identifies and organizes documents for transfer to the archives; retrieves records from archives.
- Determines and computes fees and fines; receives, verifies and accounts for checks, money orders, credit and cash payments made in person or by mail; reconciles and balances monies received against transaction totals.
- Explains legal filing procedures and associated fines and fees both at the counter and over the telephone; assists the general public, law enforcement agents, attorneys and their staff, and other employees with locating information, documents, and other related materials.
- Types and prepares a variety of material such as abstracts, judgments, clerk's transcripts, declarations, notices, letters, and other legal documents into finished form; composes letters in response to requests for general information; prepares bench warrants, commitments and releases; issues subpoenas and certified copies; checks for completeness prior to sending case file into the courtroom.

## Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$13.40	\$16.47	\$19.53

## Likely Minimum Qualifications

- High school diploma or GED
- 2 years of experience performing office, administrative, and clerical duties
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

### Glossary:

**Market Range Title:** Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

**Effective date:** The date the salary range was implemented for use.

**Market Range Title Description:** Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

**Likely Minimum Qualifications:** Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

**Market Range:** The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

**Hiring Range:** The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

**Working Title:** The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.

# Market Range Detail - Justice System Clerk

## Working Titles

- Adult Civil Specialist
- Court Operations Specialist-Finance
- Judicial Clerk
- Lower Court Specialist
- Adult Criminal Specialist
- Court Operations Specialist-Juvenile
- Juvenile Delinquency Spec
- Court Operations Specialist
- Electronic Records Specialist
- Juvenile Dependency Specialist

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