

THE COUNTY OF SOLANO
LEGAL PROCEDURES CLERK - ENTRY

Est. 04/05

DEFINITION

Under general supervision, performs a variety of routine clerical support work in the processing of legal and other official documents such as court actions, subpoenas, criminal warrants; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the entry level in the Legal Procedures Clerk series in which incumbents must possess basic clerical skills. This position is characterized by the responsibility for the preparation, processing and recording of legal and other official documents such as court actions, subpoenas, criminal warrants, legal descriptions and official notices. It is distinguished from the Legal Procedures Clerk in that the latter is the journey level working independently, and has responsibility for more technical aspects of the work and more discretion in decision making.

SUPERVISION RECEIVED AND EXERCISED

May receive technical guidance from Journey and Senior Legal Procedures Clerks.

Receives supervision from assigned division/department supervisor.

Exercises no supervision.

EXAMPLES OF DUTIES

Depending on assignment, duties may include, but are not limited to the following:

1. Prepares and processes legal documents and records through the office to which assigned, as well as through the Courts and/or other offices based on established legal procedure or special case file notations; examines documents and/or applications for sufficiency, completeness, conformity, validity; edits, corrects errors and posts correct information; notes applicable restrictions and requirements; reconciles automated and manual records; affixes seals and stamps to endorse or certify documents; processes documents within established restrictions and requirements; calendars cases and/or maintains schedule for court appearances; prepares office recordings pertaining to cases requiring witness appearances; notifies police agencies of required appearance.
2. Assists the public either on the phone or over the counter in filling-out or using forms; gathers information by researching rules, procedures or codes on specific questions; screens and routes phone calls; takes or relays messages involving department staff; takes and fills out orders for services/materials from public or employees; notifies appropriate public individuals of actions taken; evaluates described problem and directs individuals/calls to appropriate office; assists individuals in locating material/information; explains fees, bills or assessments.

3. Responds to verbal and written queries from the public (including legal representatives) regarding action taken on submitted legal documents; prepares letters of answer, actions for service, legal descriptions and/or other official notices; prepares and serves civil process documents in office; checks criminal warrants and histories; sets up arraignment files; run background checks and issues and serves subpoenas.
4. Prepares document files; assigns identification codes; types/prints labels; files a variety of materials; uses indices to locate materials; follows procedures for updating and/or purging files; prepares cards detailing date and recipient; receives and re-files records; searches for missing files; copies requested materials from files and sends to requesting individuals/agencies; inserts information and documents into pre-established files in appropriate sequence; sorts and routes incoming mail; uses file system to locate items; prepares and maintains complete files for all correspondence and related documents; determines necessary information to fulfill a request.
5. Pulls criminal, driving and other individual records; verifies, updates, enters and retrieves information into manual or automated information storage system; selects correct screen format for entering/retrieving data; may verify and correct errors; researches information maintained in automated information system; types routine correspondence and reports related to official actions and document processing; maintains manuals by typing and changing pages or writing in changes.
6. Computes, receives, classifies and posts fees and/or fines; issues receipts; posts tallies and reconciles statistical record; performs routine collections activity; processes legal action as needed to enforce court orders and fines; prepares and processes travel arrangements; makes hotel/motel accommodations; arranges rental cars, etc. for in/out witnesses.
7. Uses office equipment such as copiers, calculators, typewriters and word/data processors; mails and/or delivers materials; maintains logs, work production records and routine reports; may relieve courtroom clerks.
8. Transcribes court reports; edits draft documents for final product and processes attachments; types court orders, reports, letters, contracts, briefs, hearing calendars and reports, violation of court order petitions, warrants, and juvenile abstracts; consults with document originator on format, content, distribution and preparation priority; selects and/or designs appropriate formats to display narrative and/or numerical information; prepares bibliographies, footnotes, indices, appendices, phone lists and newsletters; proofs and/or corrects copy for grammar, spelling, punctuation and conformance to established procedures or guidelines.
9. Sorts, prioritizes and delivers court reports, legal documents, CTS requests to court, county departments, and other legal agencies; prepares documents for distribution; obtains signatures on final copy; makes, collates, binds and files copies of documents produced; prepares envelopes and mailing labels; examines documents for completeness.

QUALIFICATION GUIDELINES

EDUCATION AND/OR EXPERIENCE

High school diploma or GED.

Three (3) months of full-time clerical work experience.

KNOWLEDGE/ABILITIES

Working knowledge of forms, records, document processing procedures and legal terminology as applicable to area of assignment; general clerical and technical resource materials and information sources applicable to area of assignment; public information and contact techniques; judicial system and department services and operations; office procedures; changes in laws and procedures affecting work; automated systems used in information storage and document preparation; interrelationships and functions of related public services; methods of recording, researching and compiling information; document preparation, duplication and distribution techniques.

Ability to examine documents for completeness, sufficiency and conformity; process documents according to established procedures; carry out a series of actions to complete specific office operations and activities; use automated information storage and retrieval systems; read and apply laws, regulation and procedures; understand court minutes or case file notations; apply knowledge of operational and technical procedures specific to area of assignment; organize, copy and appropriately distribute documents; refer the public to services provided by other units, departments and/or agencies; operate typewriter, computer, calculator, microfilm, copying and shredding equipment; sort documents and files based on alpha, numeric content and/or other classification methods; search manual, microfilm or electronic information storage systems to locate information, records and documents; maintain logs, cross-reference files and indices; update and purge storage systems; receive and record fees in accordance with established procedures; research regulations, procedures and/or technical reference materials; type; work under pressure and meet short deadlines; assist the public in filing document by providing procedural information; communicate effectively with people of diverse socio-economic backgrounds and temperaments; demonstrate tact and diplomacy; make routine arithmetical calculations; maintain confidentiality of information; work independently; maintain records and compile routine reports (e.g. statistical); communicate effectively both verbally and in writing; establish and maintain cooperative working relationships.

SPECIAL REQUIREMENTS

None.

SUPPLEMENTAL INFORMATION

Positions allocated to this class may require bilingual skills.

Recruiting requirements may be set to test typing, word processing and/or data entry speed, however, these skills are not the primary areas to be measured in the selection process.

Candidates for positions in this class will be required to pass a background investigation in accordance with applicable law, regulation and/or policy.

May need to obtain CLETS training and authorization.

Possession of or the ability to obtain a valid Class C California driver's license may be required.

Incumbents in this classification may be flexibly staffed to the Legal Procedures Clerk Journey, without further examination, after the successful completion of one-year of satisfactory performance upon the approval and discretion of the Department Head.

Independent travel may be required.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

Director of Human Resources

Established Date: February 2005

CSC Approval Date: April 13, 2005

BOS Date: April 26, 2005

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