

**THE COUNTY OF SOLANO  
CLASS DESCRIPTION, 1999**

**LEGAL PROCEDURES CLERK, SENIOR**

**DEFINITION**

Under direction, leads and performs a variety of routine to complex clerical support work in the processing of official legal documents such as court actions, subpoenas, criminal warrants; perform related duties as required.

**DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level class in the Legal Procedures Clerk series, characterized by the responsibility to lead the work of others and perform routine to complex clerical support work in the examination, processing and recording of official legal documents such as court actions, subpoenas, criminal warrants, legal descriptions and official notices. Incumbents have responsibility for leading the work of an assigned unit or functional area. This class is distinguished from the Legal Procedures Clerk in that the latter is the journey level class in the series.

**EXAMPLES OF DUTIES**

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

1. Leads the work of others engaged in clerical activities associated with processing and recording official documents; trains and monitors the work of subordinates and new employees; ensures work is completed in accordance with legal and operational procedures; reviews and implements new work methods and procedures; assists in the development of procedures and training materials; maintains work production records and prepares routine statistical reports; ensures proper staffing levels at all times in a twenty-four hour facility; assigns, reviews, and evaluates the work of subordinates; assists in the development of shift schedules.
2. Examines documents and/or applications for sufficiency, completeness, conformity or validity; edits, corrects errors and posts correct information; reconciles automated and manual records; affixes seals and stamps to endorse or certify documents; calendars cases and/or maintains schedule for court appearances.

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3. 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; explains the use of public access office equipment (e.g., microfiche reader and map books); 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 public of actions taken; evaluates described problem and directs individuals to find materials/information; explains fees, bills or assessments.
4. 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; may prepare and serve legal process documents in office; searches for and checks criminal warrants and histories; receives, processes, maintains and monitors criminal and traffic warrants; administers oaths.
5. Prepares document files; assigns identification codes; types/prints labels; files a variety of materials; uses indices to locate materials; follows procedures to update and/or purge files; prepares cards detailing date and recipient; receives and refiles 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; uses file system to locate items; prepares and maintains complete files for all correspondence and related documents; determines necessary information to fulfill a need.
6. Verifies, updates, enters and retrieves information into manual and/or automated information storage system; selects correct screen format for entering/retrieving data, may verify and correct errors; researches information maintained in automated information systems; may assist with inventory by monitoring and requisitioning office supplies as needed; types routine correspondence and reports related to official actions and documents processing.
7. Computes, receives, classifies and posts fees and/or fines, issues receipts; prepares bank deposits; researches bad checks; posts tallies and reconciles account records; computes fines or determines bail amount; classifies, logs and distributes crime, domestic violence, missing persons, utility reports and citations as required; may process reprints of arrest photographs.
8. Notifies other law enforcement agencies of arrests or receipt of bail monies; informs Transportation Department of persons arrested on warrants issues by other law enforcement agencies; coordinates with district attorneys and other law enforcement agencies on extradition; receives and processes bail bonds; confirms warrant information for bail bondsmen, courts, district attorneys, departmental units and all law enforcement agencies.

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9. 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.

### **QUALIFICATION GUIDELINES**

#### **EDUCATION AND/OR EXPERIENCE**

High school diploma or GED; supplemented by one (1) year of full-time directly related work experience that demonstrates possession of and competency in the requisite knowledge and abilities.

#### **KNOWLEDGE/ABILITIES**

Considerable knowledge of forms, records, document processing procedures and legal terminology as applicable to area of assignment; general clerical and technical resource materials and 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; interrelationship of related public services and functions; methods of recording, researching and compiling information; document preparation, duplication and distribution techniques.

Working knowledge of supervisory practices.

Knowledge of California Penal and Vehicle Code; CLETS, NCIC and CJIS computer systems and other relevant municipal codes.

Ability to lead the work of others engaged in document processing activity; examine documents for completeness, sufficiency and conformity; process documents according to established procedures; understand court minutes or case file notations; maintain currency with changes in law and procedure affecting work; carry out a series of actions to complete specific office operations and activities; use automated information storage and retrieval systems; read and apply laws, regulations and procedures; 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; store, maintain and retrieve information, records and documents; search manual, microfilm or electronic information storage systems to locate information; maintains logs, cross-reference files and indices; update and purge storage systems; receive and records 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 documents by providing recording

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procedural information; communicate effectively with people of diverse socio-economic backgrounds and temperaments; demonstrate tact and diplomacy; maintain accurate records and document actions taken; organize and prioritize work assignments; follow verbal and written instructions; compare names and numbers accurately; maintain confidentiality of information; work independently; maintain records and compile routine reports (e.g. statistical); communicate effectively both verbally and in writing; make routine arithmetical calculations; 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, work 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 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.

### **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.

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Human Resources Director

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Date

Solano County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Solano County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.