



# Courtroom Clerk I

Class Code:  
4857

Bargaining Unit: Service Employees International Union

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA  
Established Date: Sep 4, 2008  
Revision Date: Jun 1, 2018

## SALARY RANGE

SEE SALARY SCHEDULE

## JOB DESCRIPTION:

### JOB DEFINITION

Under general supervision, to record and to prepare minutes of all types of court proceedings; to resolve work flow and other technical and procedural problems within the courtroom; to enter and to retrieve information from automated and manual record keeping systems; and to perform other related duties as assigned.

### DISTINGUISHING FEATURES

This is the trainee and entry-level class in the Courtroom Clerk series. The Courtroom Clerk I's receive formalized and on-the-job training in the techniques and procedures of courtroom work. Progression to Courtroom Clerk II requires demonstration of proficiency in functioning independently in a variety of courtroom settings and in performing the full range of duties expected of a Courtroom Clerk.

## EXAMPLES OF DUTIES:

NOTE: The following are duties performed by employees in this classification; however, employees may perform other related duties at an equivalent level. Each individual in this classification does not necessarily perform all duties listed.

1. Accurately records official minutes of court proceedings in a timely manner; prepares minutes, commitments, orders, judgments, abstracts, rulings and notices; and records appearances of court appointed counsel, medical examiners and expert witnesses.
2. Oversees courtroom operations to ensure that appropriate personnel and parties are present and that the courtroom is ready for business; and calls the courtroom to order as needed.
3. Impanels jury; calls roll; records challenges and proceedings during jury selection; documents

jury services; ensures that attorneys have paid jury and court reporter fees; announces charges and jury verdicts; polls jury; and takes charge of the jury in the absence of a bailiff or court attendant; swears witnesses; and administers oaths.

4. Receives, records, marks, secures and maintains control of evidence, including weapons, drugs, hazardous material and other valuable items during court proceedings.

5. Submits requests for interpreters and court reporters; and verifies their appearances and payment vouchers.

6. Provides notice of Court action, including issuing notices, rulings, orders and judgments as directed by judicial officer; prepares written correspondence and provides other assistance to judicial officer as needed; assists attorneys, Court staff and the public in person and/or by phone and email, including setting hearings as needed; and processes documents.

7. Distributes and posts court calendars; gathers and prepares all files and data pertinent to cases on calendar for presentation to court at proper time; maintains appropriate tickler files; sorts, copies, files and retrieves documents from case files; and images documents as needed when court is not in session.

8. Maintains and coordinates calendars; consults with attorneys, judge and others regarding calendar continuances for pretrial motions, hearings, trials and other calendar matters.

9. Participates in training to ensure competency in providing services in all case types; and assists in cross-training co-workers as needed.

10. Provides coverage for courtroom clerks in departments and locations other than primary assigned as needed.

11. Assists in the Clerk's Offices as needed when court is not in session.

12. Operates electronic equipment such as communication, recording and duplicating devices when required.

13. Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

### **Option I**

#### **Experience:**

The equivalent to two years of full-time experience as a Legal Processing Assistant with the Superior Court of California, County of Alameda.

### **Or Option II**

### Education:

Possession of an Associate of Arts or Associate of Science degree or equivalent to two years of college coursework with 60 semester units or 90 quarter units from an accredited college or university.

### And

### Experience:

The equivalent to two years of full-time increasingly responsible clerical experience in a banking, court, education, health care, law enforcement, legal, probation or social services environment.

Additional qualifying work experience as described above may substitute for the required education on a year-for-year basis. One year (2000 hours) of additional qualifying work experience will be considered equivalent to 30 semester units/45 quarter units.

## **KNOWLEDGE AND ABILITIES:**

***Knowledge of*** modern office practices and procedures, including filing, operation of standard office equipment and personal computers and business correspondence; English usage, grammar, spelling, vocabulary and punctuation; and basic math and record keeping systems.

***Ability to*** record minutes of Court proceedings; write legibly and speak understandably; listen carefully to note pertinent information for court records; administer oaths and affirmations; understand, explain and apply specific statutes, codes, laws, regulations and procedures; type at a speed of 35 net words per minute from a clear copy; remain calm in a highly demanding environment; organize, prioritize and coordinate multiple tasks; maintain flexibility; establish and maintain working relationships with the public, attorneys, staff and others; communicate in a tactful and professional manner; locate, identify and correct technical inaccuracies; enter data into a computer; work independently with minimal supervision; meet deadlines and complete tasks in a timely manner; calculate fees and fines; and maintain confidentiality.

## **CLASSIFICATION HISTORY:**

Date established: 4/94

Date revised: 7/96, 2/99, 4/03, 11/30/12, 8/3/14, 6/1/2018