

**Alaska Court System
Class Specification**

COURT CASE MANAGER 2

Range: 12

SOC: 23-2011

EEO4: 06

Class Code: C0128

Definition:

Under general direction, a Court Case Manager 2 performs administrative and paralegal duties for the Trial Courts, Appellate Courts, or the Alaska Supreme Court.

Distinguishing Characteristics:

Positions in the Court Case Manager series provide a wide variety of clerical support to supervisors, managers, and judicial officers as necessary to support the efficient operation of the Alaska Court System.

Court Case Managers 2 require the use of independent judgment to determine sufficiency or appropriateness of filings. A Court Case Manager 2 may be tasked to produce a quality audio recording of court proceedings, prepare lognotes, assist judicial officers in the courtroom, and prepare and distribute documents related to the court proceeding.

Supervision Received: Court Case Managers 2 work under the general supervision of the departmental supervisor, Clerk of Court in the trial courts, or the Clerk of the Appellate Courts. Work must comply with established court guidelines, policies, procedures, and other legal standards and deadlines. Evaluation is based on overall efficiency of work performed.

Supervision Exercised: Court Case Managers 2 do not have ongoing supervisory responsibilities such as hiring, evaluating, approving leave, disciplining, or responding to grievances, but may assist with the training of Court Case Managers and Law Clerks.

A Court Case Manager 2 is distinguished from a Court Case Manager 1 in that a Court Case Manager 1 is the entry level of the series in which incumbents learn court procedures and perform standardized clerical functions involving application of well-defined practices and policies.

Examples of Duties:

Receive all incoming civil/criminal/appellate documents on which court action is required such as motions, stipulations, opposition and reply memoranda, or changes in judge.

Ensure motions are accompanied by all necessary supporting documents, including certificates and/or affidavits of service and proposed orders. Notify appropriate parties of any deficiencies discovered in filed documents citing the appropriate statute(s) or rule(s).

Docket screen entries and maintain the Courtview motion program including but not limited to initial docket entries, modifications to ensure accurate motion type, dates, or judicial department.

Develop and implement effective suspense procedures to be applied to all aspects of motion practice.

Route documents to appropriate judicial department for final determination and/or to be calendared for oral argument. Determine if documents are properly filed in accordance with technical provisions of appellate rules, civil rules, and criminal rules, and any other authority that may apply.

Monitor medical malpractice cases through statutory procedures, including but not limited to coordinating the nominations, appointments, report, and follow-up for the expert advisory panels.

Prepare, issue, and distribute mandates. Prepare itemized bills of costs taxed on appeals.

Prepare and enter orders as directed by supervisor.

Determine the sufficiency of ex parte requests such as motions, stipulations, and changes in judge, and by review of the documents and appropriate court rules and the case files. May make procedural recommendations to the appropriate judicial department.

Process requests for default and default judgments.

Review requests for notices in the filing of master's reports in condemnation cases.

Announce the opening and closing of court proceedings.

Prepare the courtroom for hearings, unlock the doors, post daily court calendar, test microphones and recording equipment, and ensure sufficient quantities of reference materials, supplies, and forms. Prepare the jury room when necessary.

Review case files for prior and pending actions. Advise judicial officer of other pending cases, judicial disqualification, future court dates, bail amounts, outstanding warrants, in-custody defendants, the need to appoint counsel, and other information relevant to the case.

Open court and announce the entry of the judicial officer. Ask unauthorized persons to leave the courtroom during confidential hearings.

Call the roll of prospective jurors and assist in jury selection. Assign jurors to seats in the jury box. Track jury attendance. Note the presence of the jury in the log notes. Notify jurors if and when they must return to court.

Administer an oath or affirmation to jurors, witnesses, bailiffs, interpreters, and other appropriate persons. Maintain a list of witnesses who testify.

Mark and maintain exhibits and exhibit lists; identify exhibits offered and admitted, and those that have not been admitted; collect and properly store exhibits and jury note pads; ensure that exhibits have been properly entered into the record; place trigger locks on guns if necessary; secure exhibits for safekeeping or return to parties, attorneys, or law enforcement officials. Transfer exhibits to the jury as authorized by the judicial officer.

Record court proceedings and prepare an accurate summary of the proceedings and index to the audio record. Note hearing outcomes such as bail conditions set, minute orders, and future court dates. Troubleshoot hardware and software problems in the courtroom. Monitor the recording to ensure quality. Notify the judicial officer if a clear recording cannot be made. Label and number recordings in accord with court standards. Test recordings for quality and store as appropriate. Report equipment problems and malfunctions. Store recordings in a secure place in accord with court standards.

Initiate phone calls for telephonic testimony and proceedings.

Distribute court documents to parties when appropriate. Prepare, distribute, and process documents resulting from proceedings.

Replay portions of court recordings as requested and approved. Produce extracts of log notes as requested.

Publish verdicts rendered by the jury and approved by the judicial officer. Stamp the verdict and add the date of publication. Poll the jury when requested to do so. Note when jurors are excused from service. Issue jury attendance forms and parking permits.

File in-court copies of log notes. Copy notes and provide information to calendaring or other court staff as appropriate.

File in the case file the original log notes, exhibit list, witness list, jury instructions, verdicts, and notes written to the judge by the jury. Report final jury attendance for payment.

Fax transport orders to jail, other court locations, or Alaska Psychiatric Institute.

Enter information into case management system and file tracking system.

Ensure that confidential and sealed court records are properly identified. Transfer recordings of confidential and sealed court hearings to compact disk and remove the audio recording from courtroom equipment.

Duplicate recordings and copy log notes as requested. Provide case-related information to attorneys, parties, corrections officials, and other interested parties.

Other duties as assigned.

Knowledge, Skills, Abilities:

A Court Case Manager 2 requires knowledge of:

- Appellate rules, civil rules, criminal rules, and applicable Alaska Statutes.
- General knowledge of legal policies, procedures, principles, and concepts used in legal research.

A Court Case Manager 2 requires skill in order to:

- Write clearly and concisely using correct grammar, syntax, and spelling.
- Communicate effectively, orally and in writing.

A Court Case Manager 2 requires the ability to:

- Read, interpret, and apply legislative and Supreme Court changes.
- Work effectively with deputy clerks, law clerks, attorneys, justices and judges.

Minimum Qualifications:

Graduation from high school or completion of a General Education Development (GED) certificate AND one year of advanced clerical work experience equivalent to a Court Case Manager 1 with the Alaska Court System or an equivalent position with another employer AND the ability to keyboard at least 40 words per minute (net).

OR

Graduation from high school or completion of a General Education Development (GED) certificate AND completion of a two-year paralegal curriculum from an accredited institution AND the ability to keyboard at least 40 words per minute (net).

OR

A bachelor's degree from an accredited college AND the ability to keyboard at least 40 words per minute (net).

09/78 - Original

06/80 - Revised

08/80 - Revised

06/90 - Revised

07/01 - MQs

09/04 - Revised

02/06 - MQs

09/06 – WPA

04/11 – MQs

10/13 – Revised

08/14 – Revised MQs

07/19 – Revised, Job Class Title

12/22 - Revised