

**Alaska Court System
Class Specification**

CLERK OF COURT 4

Range: 18

EEO4: 01

SOC: 11-9199

Class Code: C0135

Definition:

Under general direction, the Clerk of Court 4 supervises the clerical, technical, and administrative functions of a trial court with one or more resident district or superior court judges. Incumbents supervise at least nine subordinates, including one or more subordinate supervisors at the Chief Deputy Clerk 1 level. Duties may include supervision of clerical employees at rural courts within the judicial district.

The Clerk of Court 4 is a supervisory job class with substantial authority to employ, discipline, and adjudicate the grievances of subordinate employees.

Distinguishing Characteristics:

A Clerk of Court 4 serves in court locations with one or more resident district or superior court judges. Incumbents supervise a clerical staff of at least nine permanent employees. The Clerk of Court 4 is distinguished from the Clerk of Court 3 by the larger number of permanent employees supervised by the Clerk of Court 4.

The Clerk of Court 4 is distinguished from the Clerk of Court 5 by the size and location of the court served, with Clerks of Court 5 being located only in Fairbanks, the Kenai Peninsula, and Palmer. The Clerk of Court 4 is distinguished from the Clerks of Court 2 and 3 in that a Clerk of Court 4 has at least one (1) subordinate supervisor to assist in the supervision of the clerical staff.

Supervision Received: A Clerk of Court 4 works under the general direction of an Area Court Administrator or higher level judicial or non-judicial professional employee. The supervisor is typically located in a different community. Supervision is received through phone, e-mail, and personal conference; general observation of work in progress; and periodic review of completed work. Incumbents occasionally receive direction from a judicial officer or higher-level non-judicial employee.

Supervision Exercised: A Clerk of Court 4 is responsible to solve procedural and administrative problems and perform a full range of supervisory duties including interviewing, selecting, training, disciplining, scheduling, evaluating, approving leave, and responding to grievances according to the personnel rules.

Complexity of Tasks: The work of a Clerk of Court 4 involves difficult work of a professional and highly involved nature that presents new or constantly changing operational problems that are not easily evaluated or resolved. Duties require a detailed knowledge of all court functions.

This level is distinguished from the Clerk of Court 3 level in that a second level of supervisory responsibility is present.

Independent Judgment: The duties of a Clerk of Court 4 require working independently toward general results, devising new methods, and adopting standard procedures to meet new situations. This level is distinguished from the Clerk of Court 3 level in that independent judgment is required more frequently and involves more complex matters.

Examples of Duties:

Provide technical support, leadership, and supervision of all the various functions that comprise the statutory clerk of court activities, including record keeping, calendaring, accounting, and jury management.

Plan, coordinate and schedule work of staff to ensure staff coverage of court functions. Adjust work schedules and assignments to accommodate changing priorities. Provide leadership and assign and review work of staff.

Ensure that functions, positions, and tasks are closely defined; performance standards are valid and clearly understood by all concerned; adequate training is provided; and employee performance is fairly and objectively evaluated.

Handle problem situations, and incorporate new operational procedures needed as a result of new legal requirements.

Ensure all relevant laws and court rules are adhered to in the filing, processing, reviewing and controlling of pleadings and other documents and materials.

Have contact with attorneys, police officers, prosecutors, judges, magistrates and the general public in order to provide service or information and to resolve problems.

Responsible for entering all judgments and orders provided by law. Conduct cost bill hearings and make certain costs are within acceptable limits. Conduct conferences associated with default judgments.

Approve all bonds for entering a certificate on a change of name. Responsible for executing property documents pursuant to court order.

Incumbents, who have been certified and appointed deputy magistrate, may perform deputy magistrate duties.

Attend continuing education seminars and/or judicially sponsored seminars. Perform other related duties as required.

Perform higher-level duties for training purposes.

Knowledge, Skills, Abilities:

A Clerk of Court 4 requires knowledge of:

- Alaska Statutes, Alaska Rules of Court, and local ordinances.
- Court policies and procedures governing the record keeping, accounting, and case processing functions of the court.
- Legal terminology.
- General clerical functions.
- Court proceedings and rules.
- Technical procedures relating to work of the court.
- The principles of supervision and management.
- Pertinent policies and procedures of other public and private agencies as they apply to the court.

A Clerk of Court 4 requires skill in order to:

- Manage the workflow of the court.
- Identify and define problems and find solutions.

A Clerk of Court 4 requires the ability to:

- Organize work processes and select work methods and procedures for maximum efficiency.
- Analyze situations and take prompt, effective action.
- Gather and analyze data, reason logically, and accurately draw valid conclusions.
- Work cooperatively with employees and the public.
- Select, hire, train, supervise, and evaluate employees.

Minimum Qualifications:

A high school diploma or General Educational Development (GED) certificate AND four years of administrative level work experience, of which two years must be at the level equivalent to a Clerk of Court 3 or Court Supervisor 3 with the Alaska Court System or similar work experience with another employer.

OR

A bachelor's degree from an accredited college in business administration, public administration, criminal justice, or a closely related field AND two years of administrative level work experience. The required work experience is met by service such as a Clerk of Court 3 or Court Supervisor 3 with the Alaska Court System or similar work experience with another employer.

NOTE: Positions that require the performance of deputy magistrate duties will not be reclassified two ranges higher when the incumbents meet the requirements and are appointed deputy magistrates in accordance with Administrative Rule 19.2. The performance of deputy magistrate duties are considered part of the Clerk of Court 4 job classification.

In accordance with Administrative Rule 19.2(b) a deputy magistrate must be at least twenty-one (21) years old, a U.S. citizen and a resident of Alaska for six months immediately preceding appointment, must have received training, and be appointed by the presiding judge.

Deputy magistrates are required to comply with all Canons of the Code of Judicial Conduct except those Canons from which they are specifically exempted in section C of the Application of the Code of Judicial Conduct. The Canons in the Code of Judicial Conduct that apply to deputy magistrates may include restrictions on extra judicial activities.

This is a partially-exempt job class; incumbents serve “at-will” to the appointing authority.

02/01 - Original

08/01 - MQs Revised, Substitution Added

05/05 - Revised (salary range and DM duties)

06/09 – WPA, MQs

02/14 – Remove MQQ’s

05/15 – General revisions

12/16 – Revised Definition

09/19 – Revise MQ’s

10/19 – Revise MQ’s

12/22 – Revised