

**Alaska Court System
Class Specification**

CLERK OF COURT 6

Range: 22

EEO4: 01

SOC: 11-9199

Class Code: C4226

Definition:

Under general direction of the Area Court Administrator (ACA), the Clerk of Court 6 performs and supervises administrative, clerical, statutory, and rule-mandated functions of the Anchorage Trial Court. These duties include fiscal, personnel, training, information, supply management, and policy and project development. The incumbent will implement and administer all requirements established by law, rule and policy for the trial courts. The Clerk of Court 6 is a single job class.

Distinguishing Characteristics:

The Clerk of Court 6 serves in the Anchorage Trial Court. Clerk of Court duties are limited to the court in which the position is located.

Supervision Received: The Clerk of Court 6 reports directly to the ACA. Supervision is specific in terms of goals or projects assigned, but general in allowing the incumbent to develop procedures or means for obtaining goals.

Supervision Exercised: The Clerk of Court 6 is a supervisory job class with substantial authority to employ, discipline, and adjudicate the grievances of subordinate employees. The Clerk of Court 6 is responsible to solve procedural and administrative problems and perform the full range of supervisory duties. These include: interviewing, selecting, training, disciplining, scheduling, evaluating, approving leave, and responding to grievances according to the personnel rules. These positions directly supervise department supervisors and the Chief Deputy Clerks, and indirectly supervise the clerical staff of the department supervisors.

Complexity of Tasks: Complex tasks, often project oriented, include fact-finding assignments, analysis of organizational structure, and development of recommended solutions to improve efficiency and resolve procedural problems. Work done at this level often impacts the court system statewide.

Independent Judgment: Duties require a high degree of independent judgment in analyzing facts, recommending solutions, developing systems in procedures and applying sound fiscal, personnel, and management policies and principles.

Examples of Duties:

Administer the functional departments of the Anchorage Trial Courts. Conduct special study projects such as analysis of operational efficiency and statistical analysis. May conduct trial-setting conferences.

Provide direction in the management of personnel issues and is directly involved in decisions concerning policies and procedures affecting all areas of trial court administration.

Supervise two Chief Deputy Clerks and department supervisors.

Perform and/or supervise the statutory and rule-mandated functions of the Clerk of Court.

Chair or serve on committees responsible for the development of statewide policies.

Serve as a liaison between court personnel and the ACA.

Assist the ACA in planning, implementing, and monitoring of fiscal operations for the designated court location.

May provide administrative and calendar management support to the District Court Administrative judge.

May perform other duties in the capacity of representative of and assistant to the ACA.

Ensure that functions, position descriptions, and tasks are well defined and performance standards are valid and clearly understood. Provide training and evaluate performance fairly and objectively.

Knowledge, Skills, Abilities:

The Clerk of Court 6 requires thorough knowledge of:

- The principles, practices, and procedures of management and business administration, including budget, fiscal control, personnel management, and supply distribution and control.
- Efficient reporting and administrative control procedures; valid and reliable fact-finding methods and procedures.
- Management needs and administrative priorities and techniques of supervision.
- Alaska Statutes, Alaska Rules of Court, and local ordinances.
- Legal terminology.
- Pertinent policies and procedures of other public and private agencies as they apply to the court.

The Clerk of Court 6 requires skill in order to:

- Deal tactfully with customers, co-workers, and subordinates.
- Manage the workflow of the court.
- Identify problems and find solutions.

- Analyze situations and take prompt, effective action.

The Clerk of Court 6 requires the ability to:

- Learn agency operating needs, priorities, policies, and procedures.
- Analyze transactional and policy problems and develop, recommend and implement solutions.
- Speak and write clearly and effectively, convey information orally or in writing, to a variety of individuals in simple, understandable, and precise terms.
- Apply the principles, knowledge, and techniques of the work described.
- Comprehend written material and interpret and apply rules and instructions.
- Instruct and supervise subordinates, direct and coordinate the work of others, ask questions and elicit required information, delegate work to subordinates.
- Gather and analyze data, reason logically and accurately, draw valid conclusions, and prepare comprehensive reports and correspondence.
- Function with a high degree of independence.
- Compile budget estimates.
- Establish and maintain cooperative relationships.
- Participate effectively in conferences and interviews.
- Organize work processes and select work methods and procedures for maximum efficiency;
- Select, hire, train, supervise, and evaluate employees.

Minimum Qualifications:

A high school diploma or General Educational Development (GED) certificate AND four years of advanced administrative and supervisory work experience at the level equivalent to a Clerk of Court 3, Chief Deputy Clerk 2, or Court Supervisor 3 with the Alaska Court System or similar work experience with another employer.

OR

A high school diploma or General Educational Development (GED) certificate AND three years of advanced administrative and supervisory experience at the level equivalent to a Clerk of Court 4, Chief Deputy Clerk 3, or Court Supervisor 4 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 advanced administrative and supervisory work experience. The required work experience is met by service such as a Clerk of Court 3, Chief Deputy Clerk 2, or Court Supervisor 3 with the Alaska Court System or similar work experience with another employer.

NOTE: This is a partially exempt job class. Positions in the partially exempt service serve “at-will” to the appointing authority.

02/01 - Original

08/01 - MQs Revised, Substitution Added

04/03 – Revised

03/06 – MQs, General revision

02/11 – Revised, WPA

04/14 – Remove MQQ’s

12/22 – Revised