

**Alaska Court System  
Class Specification**

**SENIOR CLERK**

Range: 12

EE04: 06

SOC: 43-9061

Class Code: C0108

**Definition:**

Under general supervision, the Senior Clerk performs a variety of clerical and technical administrative support functions usually not directly involved in the operation of the court.

**Distinguishing Characteristics:**

The duties of the Senior Clerk involve the application of prescribed practice, the use of several procedures, and the making of complex and/or difficult decisions. Within the limits of policy and procedure, incumbents frequently make complex or difficult decisions requiring the exercise of independent judgment. The Senior Clerk is distinguished from the Clerk in that the tasks assigned to the Senior Clerk typically involve more difficult decisions, which normally have a higher consequence of error.

**Supervision Received:** A Senior Clerk works under the general supervision of a manager, professional, or higher-level technical employee. Supervision is received through personal conference, general observation of work in progress, and occasional review of completed work by supervisor.

**Supervision Exercised:** A Senior Clerk is not typically assigned supervisory duties; however, incumbents may supervise or lead the work of lower level clerical employees.

**Examples of Duties:**

Develop, revise, and maintain methods and procedures necessary to maintain the unit workflow. Maintain a variety of electronic or hard-copy records.

Prepare correspondence for signature of the supervisor.

Perform and monitor administrative activities of the work unit. Assist the public in the interpretation and preparation of forms and statements.

Review the efficiency of administrative functions within the unit and recommend improvements.

Gather information for the preparation of ad hoc and regular reports, and the budget. Complete special projects requiring research and compilation of data and information.

Assist with grant administration functions.

Perform arithmetical computations where procedures are not routine and where involved procedures and variables must be applied.

Prepare complex tabulations and reports covering a variety of statistical, documentary, and other information requiring knowledge of the subject matter involved; judgment may be used in the selection of procedures for gathering information and the report format.

Perform a variety of clerical and administrative tasks to support the work unit.

Supervise and direct the work of lower level clerks. Assign tasks; provide training, instruction, and review of the work.

### **Knowledge, Skills, Abilities:**

A Senior Clerk requires knowledge of:

- Standard office software and computer equipment.
- Proper English grammar, composition, spelling, and punctuation.
- The organizational structure of the Alaska Court System.

A Senior Clerk requires skill in order to:

- Operate standard and specialized office equipment and software applications.
- Write, edit, and proofread documents, forms, and correspondence.

A Senior Clerk requires the ability to:

- Perform moderately difficult clerical and technical work.
- Make accurate mathematical calculations.
- Work cooperatively with others.
- Follow oral and written instructions.
- Ask questions and elicit required information.
- Supervise the work of clerical assistants when required.

### **Minimum Qualifications:**

Graduation from high school or completion of a General Education Development (GED) certificate AND one year of office clerical experience AND the ability to type at least 40 words per minute (net).

OR

Completion of 36 semester credit hours or 48 quarter hours of coursework from an accredited college AND the ability to type at least 40 words per minute (net).

01/76 – Original

09/78 – Revised

02/89 – Revised

05/98 – Revised

05/02 – Revised

08/07 – Revised, WPA

02/14 – Remove MQQ's

08/14 – Revise MQ's