

**Alaska Court System
Class Specification**

CLERK OF COURT I

Range: 12

EEO4: 06

SOC: 43-4031

Class Code: C0132

Definition:

Under direction, a Clerk of Court I performs a variety of clerical, technical, and administrative functions for a magistrate court. Incumbents serve as the only permanent clerical employee at the trial court location.

Distinguishing Characteristics:

The Clerk of Court I is the entry level of the Clerk of Court series. Incumbents independently perform all functions necessary to process case files and determine if a case file is technically complete.

The Clerk of Court I is distinguished from the Clerk of Court II in that the Clerk of Court II is assigned permanent supervisory responsibility for clerical staff at a magistrate court.

Complexity of Tasks: The duties of a Clerk of Court I require training and experience, and involve the application of prescribed standard practice and the use of multiple procedures.

Independent Judgment: The duties of a Clerk of Court I require the exercise of independent judgment within the limits of standard policy and procedure.

Supervision Received: A Clerk of Court I works under the direction of the Area Court Administrator. 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 I typically does not directly supervise other employees. However, incidental supervision or lead responsibilities may be assigned on a temporary basis.

Examples of Duties:

Ensure that all relevant laws, court rules, and statutory clerk of court activities are adhered to in the filing, processing, review and control of pleadings and other documents and materials.

Provide service and information regarding court procedures and cases to attorneys, law enforcement officers, prosecutors, judges, magistrates, and the general public.

Deposit and retrieve mail from the postal service. Open incoming mail, date stamp, and place in file for action by the magistrate/judicial officer. Review, process, and maintain filings in case files as they arrive or as they are prepared.

Account for fees, fines, bail, restitution, and other funds received by the court. Provide bookkeeping services. Make deposits.

Set up court dates. Notify attorneys of case settings. Notify law enforcement officers of the date and hour an imprisoned defendant is to appear. Notify other litigants and witnesses needed for trial.

Type and issue bench warrants, summons, bail forfeitures, work release forms, judgments, orders, notices and other court documents. Enter judgments and orders as provided by law.

Close the case file when a case is completed; notify the litigants; and post the appropriate entries.

Mail out monthly notices of fines due, community work service to be completed, or SIS expiration. Prepare cases with overdue fines for transfer to the Office of the Attorney General. Write receipts for trust and revenue monies received and prepare trust and revenue deposits.

Serve as an in-court clerk. Open and close the courtroom. Prepare the courtroom for the day; check calendars and review files to be used that day to be sure they are complete. Operate recording equipment and prepare log notes. Administer oaths. Receive and keep account of all exhibits entered as evidence; and read indictments to accused persons. Complete notes and logs during and after court is closed. Type transcripts of sentencing remarks. Prepare and distribute paperwork during and following court proceedings.

Issue subpoenas, serve as a notary, and certify documents on file with the court. May serve as passport agent and perform voter registration duties. Assist the public with vital statistics inquiries and file appropriate reports.

Perform deputy magistrate duties when certified and appointed deputy magistrate.

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

Knowledge, Skills, Abilities:

A Clerk of Court I 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.
- General office and clerical functions.

A Clerk of Court I requires skill in order to:

- Deal tactfully with customers and co-workers.
- Accurately file and type.
- Operate audio recording equipment, standard office equipment, and standard and specialized software applications.

A Clerk of Court I requires the ability to:

- Develop cooperative working relationships with judicial officers, attorneys, law enforcement officers, and the public.
- Perform general clerical and technical work.
- Make arithmetical calculations.
- Write clearly and legibly.
- Follow oral and written instructions, ask questions, and elicit required information.

Minimum Qualifications:

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

OR

Graduation from high school or completion of a General Education Development (GED) certificate AND completion of 36 semester credit hours or 48 quarter credit hours of coursework from an accredited college AND the ability to type at least 40 words per minute (net).

Note:

Some Clerk of Court I positions require the performance of deputy magistrate duties when the incumbent meets the requirements and is appointed deputy magistrate in accordance with Administrative Rule 19.2. The performance of deputy magistrate duties are considered part of the Clerk of Court I job classification.

Administrative Rule 19.2(b) requires that 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.

02/01 - Original

08/01 - MQ's Revised (substitutions added)

08/04 – Revised, SR change, DM duties

04/07 – WPA, MQs

02/14 – Remove MQQ's

08/14 – Revised MQ's