

## **DEPUTY CLERK II – SUPREME COURT 2604**

### **Distinguishing Characteristics of Work:**

This is responsible work performing a variety of detailed secretarial and clerical tasks for the Clerk and Chief Deputy Clerk of the Supreme Court. Working relationships are established with other court personnel and the general public. Work is performed under general supervision.

### **Education and Training Guidelines:**

Graduation from a standard high school and four years of legal experience with a law firm, court or related business experience.

A graduate equivalency diploma (GED) may substitute for the high school diploma.

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

Ability to use a personal computer and word processing applications. Ability to communicate clearly. Ability to work courteously with the public. Ability to exercise discretion and confidentiality. Ability to file alphabetically. Ability to follow instructions. Ability to proof and edit detailed reports including court opinions. Ability to prepare a court calendar. Ability to prioritize assignments. Ability to multi-task. Ability to lift and carry materials weighing up to 30 pounds.

**Effective: July, 2007**

**Revised: November, 2007**