

DEPUTY CLERK III 2605

Distinguishing Characteristics of Work:

This is responsible work performing a variety of detailed non-supervisory and supervisory duties for the Clerk of a District Court of Appeal or the Clerk of the Supreme Court. Working relationships are established with other court personnel and the general public. The purpose of these contacts is to receive and convey detailed information and to influence and motivate those individuals over which supervisory responsibility is delegated. Work is performed under general supervision.

Education and Training Guidelines:

Graduation from a standard high school and five years of legal experience with a trial lawyer or related experience in the legal field.

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

Knowledge, Skills, and Abilities:

Ability to communicate clearly and work courteously with co-workers and the public. Ability to exercise discretion and confidentiality. Ability to multi-task. Ability to file materials alphabetically. Ability to perform detail work with accuracy. Ability to perform repetitive work for extended periods of time. Ability to carry moderately heavy loads of mail or bulky file cases (10-30 pounds). Ability to follow instructions. Knowledge of English grammar, punctuation and spelling. Ability to organize work. Knowledge of court proceedings and which matters are confidential. Thorough working knowledge of the different functions of the Clerk's Office. Knowledge of appellate rules and procedures. Ability to work independently. Supervisory skills.

Effective: May, 2007