

LEGAL CLERK I

LEGAL CLERK II

CLASSIFICATION DEFINITION

Performs specialized and responsible office support work involving knowledge of legal terminology and procedures; and performs related work as required.

Legal Clerk I

Working under close supervision, Legal Clerk I is the entry/trainee level in the Legal Clerk series. Employees in this class receive in-service training, and are given detailed instructions in the performance of routine duties related to legal terminology and procedures. As requisite skills and knowledge are developed, greater independence and the full scope of responsibility are exercised. Unless a position is permanently allocated to level I due to the nature of the work, employees are expected to promote to Legal Clerk II after one year of satisfactory performance at the trainee level.

Legal Clerk II

Working under general supervision, Legal Clerk II is the journey level in the Legal Clerk series. Employees at this level are expected to be fully qualified and able to perform a wide range of legal clerk support work with a higher level of responsibility for precision and accuracy in producing notices and documents identified with legal matters and proceedings. Positions in this class are flexibly staffed and are normally filled by advancement from the lower level of Legal Clerk I, or if filled from the outside, require prior related experience.

TYPICAL DUTIES

Duties may include, but are not limited to, the following. For Legal Clerk I, duties are performed at the trainee level:

- Processes, maintains, and prepares a variety of legal forms, records, and reports; verifies that information or data is complete, accurate, consistent, and in conformance with prescribed format, procedures, and regulations.
- Reviews and investigates confidential information from agencies and processes documents related to assignments; interviews affected parties and explains procedures.
- Determines acceptability of information and proper action to be taken based on established oral or written instructions.
- Contacts various agencies and organizations regarding releases of liens, case settlements, etc.
- Receives, assembles, and maintains files and other information related to court actions; updates computer information; maintains court calendars by scheduling and reviewing court dates; and files information or forwards to staff members.
- Processes and files pleadings, orders, judgments, and a variety of other records in the Superior Court or Municipal Court.

- Identifies and corrects deletions or errors in accordance with prescribed format; and follows up to secure additional information as needed.
- Produces a variety of legal documents including, but not limited to, Notice of Hearing, Subpoenas, Petitions, Jurisdictional, Dispositional, Dismissals, Monthly and Special Reviews, and Special Orders in addition to letters, reports, and fiscal or statistical reports.
- Types from electronic recording devices; proofs typewritten materials for grammar, punctuation, spelling, sentence structure, format, layout, and clarity of language; may verify the completeness and accuracy of references.
- Receives calls for attorneys; provides information based on interpretation of policies and procedures and follows up, as needed.
- Logs reports from law enforcement agencies; searches for prior offenses. Receives discovery requests and processes information; prepares various legal documents, including subpoenas, warrants and petitions; files with court and/or distributes to parties.
- Maintains information related to assignments, including entering information into the computer system; calendars court dates; and serves as court liaison regarding related matters.
- May attend court proceedings and take notes or enter narrative into database; may produce and file documents at the conclusion of court proceedings.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

Note: The level and scope of the knowledge and skills listed below are related to job duties as distinguished between the two levels in the Definition section.

Knowledge of:

- Modern office procedures, techniques, and equipment.
- Clerical and department work practices, procedures, specific rules, precedence, and regulations.
- Proper English grammar, vocabulary, spelling, and punctuation.
- Knowledge of legal terminology, phraseology, documents, and procedures.
- Business letter writing, filing, indexing, and recording systems and procedures.

Ability to:

- Understand and carry out oral and written instructions.
- Understand, interpret and apply laws, rules, and policies.
- Exercise independent judgment in determining and selecting the appropriate processes, alternatives, forms, and desired actions within the bonds of established work practices, procedures, and commonly used regulations.
- Prepare and maintain accurate and comprehensive reports and records.
- Establish and maintain effective working relationships.
- Use discretion in organizing work and carrying out assignments with minimum supervision.

MINIMUM QUALIFICATIONS (Education and/or Experience)

Legal Clerk I

EITHER

One (1) year of full-time experience as an Office Assistant II;

OR

Two (2) years of full-time experience performing general clerical work.

Legal Clerk II

EITHER

One (1) year of full-time experience as a Legal Clerk I;

OR

Two (2) years of full-time experience performing general clerical work in a legal office environment.

DRIVER LICENSE REQUIREMENT

Some positions in this classification may require possession of a valid California driver's license. Employees who drive on County business to carry out job-related duties must possess a valid California driver's license for the class of vehicle driven and meet automobile insurability requirements of the County. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.