

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: Assistant Court Clerk

TITLE #: 1052

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for performing routine clerical tasks directly related to court proceedings, such as filing, sorting and collating court papers and retrieving material from files. Work is carried out in accordance with established procedures and under the direct supervision of the Court Clerk. Does related work as required.

TYPICAL WORK ACTIVITIES:

Proofreads correspondence, reports, memoranda, calendars, lists, forms and other material and corrects spelling, punctuation, grammar, and typographical errors;

Sorts papers according to a simple alphabetical or numeric classification system;

Transposes information such as case title, filing date and attorney's name from court papers onto case folders or record cards;

Assigns index numbers to incoming cases, records them on case index cards, or case folders and assigns docket and calendar number in sequence;

Receives, date stamps, and distributes incoming mail;

Files court papers according to an established system, retrieves papers from files, and prepares file folders;

Answers the telephone and takes messages;

May operate a variety of office equipment such as an adding machine, typewriter, photocopier, postage meter, etc.;

May assist in the preparation of routine reports;

May collect fees and fines;

Assumes duties of Court Clerk in his/her absence to maintain court functions.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of office terminology, procedures, and equipment; working knowledge of business arithmetic and English; ability to read and interpret simple written and numeric material including court documents and correspondence; ability to learn court practices and procedures; ability to understand and follow oral and written instructions; ability to write legibly; neatness; accuracy; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one year of office clerical experience.

NOTE: Incumbent may be required to work nights and/or weekends.

JURISDICTIONAL CLASS: Competitive when full-time/Non-Competitive when part-time

REVISED 02/28/19dc