

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
COURT SUPPORT CLERK SUPERVISOR - 1360

DEFINITION:

Under direction, to supervise and participate in the work of a group of clerical subordinates performing specialized and complex clerical work pertaining to the handling of cases submitted by law enforcement and their application to criminal files, court policies and procedures, and legal proceedings for the City Attorney's Office; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This class serves as a first-level supervisor over a group of Court Support Clerks performing a variety of specialized clerical support work for law enforcement, courts, and/or for legal proceedings in the City Attorney's Office.

*** EXAMPLES OF DUTIES:**

- Plans, coordinates, assigns, and reviews the work of Court Support Clerks in legal units of the City Attorney's Office, at County Superior Court facilities or traffic court, and/or in collaboration with associated law enforcement agencies and/or personnel;
- Performs research to resolve problems and provide information to staff, outside agencies, courts, or attorneys;
- Provides technical guidance, expertise, training, and direction to subordinates regarding the type of information that can be disclosed to defense attorneys, victims, or law enforcement;
- Maintains current knowledge of law enforcement procedures; reads police reports and citations to determine when more information is needed;
- Determines the distinction between defendants and related cases, infractions, misdemeanors, and felony wobblers for processing;
- Requests laboratory results, law enforcement and DMV information, and body worn camera footage; and discloses it to defense attorneys;
- Assists and provides support to Deputy City Attorneys in court;
- Advises Deputy City Attorneys regarding the status of cases and provides procedural information;
- Processes cases, prepares court case file folders, and ensures all cases are processed and complaints are filed in court in a timely manner, to include notifying defendants and victims;
- Provides information to subordinates on court deadline expectations and limitations for court documents to be filed and accepted;
- Prepares court calendars for Deputy City Attorneys;

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

- Locates, distributes, and manages criminal cases such as restitution, special prosecutions, neighborhood justice, appeals, domestic violence, and closed cases;
- Determines which unit will receive calls, mail, and/or court and legal documents;
- Processes affidavits when defendants have not been properly notified;
- Compiles statistics to assist in determining need for adequate resources;
- Provides direction on analyzing and handling records requests from state boards, military, District Attorneys, and the Department of Justice;
- Manages media cases;
- Answers public inquiries and provides back up to court support staff;
- Collaborates with Public Defenders in filing documents and providing 'proof of service' to the court;
- Troubleshoots complex and unusual document activity; and answers difficult procedural questions related to unit work;
- Maintains current knowledge of new laws that impact misdemeanor cases, the life of a misdemeanor case, and the different types of court hearings;
- Researches and resolves issues and problems by providing information and documents in accordance with established policies and procedures of the City Attorney' Office, courts, and Department of Justice guidelines;
- Maintains current knowledge of the retention policies that apply to criminal files and implements records destruction procedures within their assigned legal unit;
- Coordinates work with the other legal units;
- Resolves workload problems and establishes priorities within assigned legal unit;
- Assists with the review and implementation of new procedures;
- Acts for other supervisory personnel in their absence;
- Participates in the recruitment and selection of staff;
- Supervises, evaluates, and rates the work performance of subordinates;
- May perform functions of the lower-level classes in the series, as needed.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of clerical experience, which must include one year as a Court Support Clerk with the City of San Diego or similar experience in a legal environment locating, obtaining, and organizing case documents and related information for court, or responding to requests for legal discoveries and case inquiries.