

## **CLASS SPECIFICATION**

### **SAN DIEGO CITY CIVIL SERVICE COMMISSION**

#### **COURT SUPPORT CLERK I**

NOTE: Formerly COURT SUPPORT CLERK

#### **DEFINITION:**

Under general supervision, to perform complex clerical duties with primary responsibility for obtaining and organizing case documents for court calendars or for responding to requests for legal discoveries and case inquiries from the courts, attorneys, victims, defendants and law enforcement personnel; and to perform related work.

#### **\* EXAMPLES OF DUTIES:**

- Researches the location of court cases in various multi-step stages in the legal process;
- Requests various case documents from law enforcement, legal and court jurisdictions;
- Ensures that all essential case documents are organized and assembled prior to court dates;
- Responds of calls from the court requesting documents for unscheduled case additions or additional documents needed for cases in progress;
- Determines alternative methods of obtaining essential case document information;
- Responds to requests for legal discoveries and case status inquiries at a public window or by phone from the courts, private attorneys, victims, defendants, law enforcement personnel and City legal staff;
- Independently prioritizes work to meet time constraints associated with court dates, court calls and requests for case information;
- Queries computer files;
- Delivers documents to court on scheduled and as-needed basis;
- Types miscellaneous forms;
- Maintains logs of work in progress;
- Photocopies case related documents.

#### **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 Announcement for updated minimum qualifications.

One year of clerical experience, which includes six months performing complex and difficult clerical duties with primary responsibility for obtaining and organizing case documents for court calendars, or responding to requests for legal discoveries and case inquiries. Ability to type at a corrected speed of 30 net words per minute.

- \* **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.