

**Alaska Court System
Class Specification**

DEPUTY CLERK I

Range: 9

EEO4: 06

SOC: 43-4031

Class Code: C0111

Definition:

Under direct supervision, the Deputy Clerk I performs standardized clerical work in the processing of cases before the court.

Distinguishing Characteristics:

Positions in the Deputy Clerk series provide a wide variety of clerical support to supervisors, managers, and judicial officers as necessary to support the efficient operation of the Alaska Court System.

Deputy Clerk I is the entry level of the Deputy Clerk series. Duties involve the use of various court procedures to perform standardized clerical functions necessary to process case files. Procedures and directions are specifically defined within the limits of established policy and procedure. A Deputy Clerk I occasionally makes decisions which require the exercise of independent judgment. Unusual problems or questions are generally referred to a superior rather than being handled independently by the incumbent. Supervision is received through personal conference, general observation of work in progress, and regular review of completed work by the supervisor. Supervisory duties are not typically assigned.

Deputy Clerk I is distinguished from Deputy Clerk II by the broader scope of duties, greater independence of action, and lower level of direct supervision of the Deputy Clerk II.

Examples of Duties:

File all material pertinent to a case in the case file.

Maintain the index to the case files.

Duplicate and prepare for certification any material in the case file.

Receive fees for filings, certifications, etc., and prepare a receipt.

Receive and respond to inquiries from the public by mail, telephone, and in person.

Receive all filings in matters to be brought to the court, including complaints, answers, attachments, executions, garnishments, orders to show cause, motions, petitions, and restraining orders.

May be required to issue subpoenas, summon jurors, issue executions, and insure that all requests, in form, are properly handled to affect the progress of a case in the court.

Perform higher-level duties for training purposes.

Knowledge, Skills and Abilities:

A Deputy Clerk I requires working knowledge of:

- Current office procedures and techniques.
- Operation of standard office machines.
- Business English language and proper grammatical expression.

A Deputy Clerk I requires skill in:

- Operating standard and specialized office equipment.
- Filing and typing.

A Deputy Clerk I requires the ability to:

- Perform standard clerical work.
- Make arithmetical calculations.
- Learn court procedures.
- Deal tactfully with the public.
- Follow oral and written instructions.
- Ask questions and elicit required information.
- Enter data accurately and quickly, and write legibly.

Minimum Qualifications:

Graduation from high school or completion of a General Education Development (GED) certificate AND six months of office clerical or customer service experience.

Substitution:

Additional office clerical or customer service work experience will substitute for the high school diploma or GED certificate on a month for month basis.

Completion of 18 semester credit hours or 24 quarter credit hours of coursework from an accredited college will substitute for the six months of office clerical or customer service work experience.

Completion of an appropriate vocational training course of study such as legal secretary, paralegal, or office skills will substitute for the office clerical or customer service work experience on a month-for-month basis.

Special Note:

If typing is a function of the position, typing certification of 40 words per minute (net) will be required.

01/76 - Original

09/78 - Revised

02/89 - Revised

08/91 - Revised

05/02 - Revised

07/03 - Title Change

08/06 – Revised, WPA

06/10 – Note Change, Range Change

02/14 – Remove MQQ's

08/14 – Revised MQ's

05/15 – Change SOC Code