

**Alaska Court System
Class Specification**

CHIEF DEPUTY CLERK OF THE APPELLATE COURTS

Range: 18

EEO4: 06

SOC: 43-1010

Class Code: C5202

Definition:

Under general direction, serves as the Chief Deputy Clerk for the Supreme Court, Appellate Courts, and Court of Appeals. This is a supervisory job class with substantial authority to employ, discipline, train, and adjudicate the grievances of subordinate employees.

Distinguishing Characteristics:

The Chief Deputy Clerk of the Appellate Courts is a single position job class responsible for assisting the Clerk of the Appellate Courts in managing case flow through the Appellate Courts. A high degree of independent judgment is necessary to expeditiously resolve operational problems.

Complexity of Tasks: Difficult work of a professional and highly involved nature that presents new or changing operational problems that are not easily evaluated or resolved. Duties require a detailed knowledge of the legal appeals process.

Supervision Received: The Chief Deputy Clerk of the Appellate Courts receives general direction from the Clerk of the Appellate Courts.

Supervision Exercised: The Chief Deputy Clerk of the Appellate Courts is responsible for or assists in the recruitment, training, evaluation, and discipline of subordinate employees. Responsible, independent judgment is exercised in these functions.

Examples of Duties:

Screen all appeals filed, determining whether or not they are in compliance with court rules. Reject non-complying filings, explaining what is needed to come into compliance. Assign cases to case managers.

Screen all appeals and petitions for readiness for assignment to the Supreme Court, determining preparation needs for any lagging cases. Assign cases to the justices including thorough assignment memos setting out materials available and pointing out any special problems. Keep an issue index to assist law clerks when researching an appeal or petition.

Correspond with pro se appellants/appellees. Provide public information in oral and written form for the more complex cases. Aid case manager supervisors and case managers in composing the more complex orders and assignment memos.

Write training and instructional manuals for case managers. Develop/update forms for internal/external appellate court use, including docketing statements, financial disclosure affidavits, and new forms in support of new legislative requirements.

Review procedures for opportunities to build efficiencies and make recommendations to the Clerk of the Appellate Courts for changes in the appellate rules.

Supervise deputy clerk function in other Supreme Court locations, ensuring information and training are provided. Supervise the case manager supervisor and provide backup and support for supervision of the case managers.

Knowledge, Skills, Abilities:

The Chief Deputy Clerk of the Appellate Courts requires knowledge of:

- Supreme Court Orders, Appellate and Administrative Rules, local court policies governing the case processing function.
- Work systems and procedures involved in the recordkeeping and case processing functions. Pertinent policies and procedures of other public and private agencies as they apply to the court.
- Computerized case management systems.
- The policies and procedures of other public and private agencies as they apply to the court.

The Chief Deputy Clerk of the Appellate Courts requires skill in:

- Supervision, to include resolving personnel management issues and motivating employees to work in accordance with established policies and procedures.
- Technical writing to develop training materials, instruction manuals, and forms.

The Chief Deputy Clerk of the Appellate Courts requires the ability to:

- Devise work systems and procedures in support of changing court rules and legislative requirements.
- Change existing work systems by developing rational alternatives as operational problems necessitate.
- Effectively communicate with lay persons who must file complex legal paperwork.

Minimum Qualifications:

An Associate's Degree or Certificate in Paralegal Studies, or a closely related field.

AND

Five years of administrative experience, two of which must have been as a paralegal and include interpretative legal writing of rules and statutes.

Additional paraprofessional-level legal experience may substitute for the Associate's Degree on a year for year basis.

11/96 Original

03/14 Revised

05/15 Change class code