

**Alaska Court System
Class Specification**

COURT CASE MANAGER I

Range: 10

EEO4: 06

SOC: 43-4031

Class Code: C0112

Definition:

Under general supervision, the Court Case Manager I performs a variety of clerical and technical functions in support of the operation of the court.

Distinguishing Characteristics:

Positions in the Court Case Manager 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.

The Court Case Manager I is the entry level of the series in which incumbents learn court procedures and perform standardized clerical functions involving application of well-defined practices and policies. Duties involve the application of prescribed standard practice, the use of multiple procedures, and the exercise of independent judgment within the limits of standard policy and procedure to make moderately difficult decisions. Supervision is received through personal conference, general observation of work in progress, and periodic review of completed work by the supervisor.

Supervision Received: Court Case Managers I work under the general supervision of the departmental supervisor or the Clerk of Court in the trial courts. Work must comply with established court guidelines, policies, procedures, and other legal standards and deadlines. Evaluation is based on overall efficiency of work performed.

Supervision Exercised: Court Case Managers I are not assigned supervisory responsibilities, but may work as a lead on occasion.

A Court Case Manager I is distinguished from a Court Case Manager II in that a Court Case Manager II may be required to perform substantive legal research and may be assigned to produce a quality audio recording of court proceedings, prepare log notes, assist judicial officers in the courtroom, and prepare and distribute documents related to the court proceedings.

Examples of Duties:

Prepare complaints for courtroom arraignments.

Collect bail and money connected with judgments.

Account for fees, fines, bail, restitution, and other funds received by the court. Provide bookkeeping services. Make deposits.

Work with the calendaring department to set up court dates. Notify attorneys of case settings. Notify police of the date and hour an imprisoned defendant is to appear. Notify other litigants and witnesses needed for trial.

Type and issue bench warrants, summons, bail forfeitures, work release forms, judgments, orders, and other court documents.

Close the case file when a case is completed; notify the litigants; and post the appropriate entries.

Serve as an in-court clerk on a trainee or relief basis. Open and close the courtroom; prepare the courtroom for the day; check calendars and review files to be used that day to be sure they are complete. Operate recording equipment and prepare log notes. Swear in witnesses and jurors. Receive and keep account of all exhibits entered as evidence and read indictments to accused persons. Complete notes and logs during and after court is closed. Type transcripts of the judge's sentencing remarks. Prepare and distribute paperwork during and following court proceedings.

Knowledge, Skills, Abilities:

A Court Case Manager I requires a working knowledge of:

- Current office procedures and techniques.
- Basic legal terminology.
- Business English and proper grammatical expression.

A Court Case Manager I requires skill in order to:

- Operate standard and specialized office equipment and software applications.
- File and type.

A Court Case Manager I requires the ability to:

- Perform moderately difficult clerical and technical work.
- Make accurate mathematical calculations.
- Deal tactfully with the public.
- Follow oral and written instructions.
- Ask questions and elicit required information.
- Write clearly and legibly.

Minimum Qualifications:

Graduation from high school or completion of a General Education Development (GED) certificate AND one year of office clerical experience AND the ability to type at least 40 words per minute (net).

Substitution:

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

Completion of 36 semester credit hours or 48 quarter credit hours of coursework from an accredited college will substitute for the year of required office clerical experience.

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

01/76 - Original

09/78 - Revised

06/80 - Revised

09/89 - Revised

05/02 - Revised

07/03 - Title Change

08/06 – Revised, WPA

12/13 – Revised, remove MQQ's

08/14 – Revised MQ's

07/19 – Revised, Job Class Title