

Market Range Detail - Courtroom Clerk Senior/Lead

Effective Date

March 16, 2015

Market Range Title Description

PURPOSE STATEMENT

The primary purpose of this position is to assist the Courtroom Services Training Manager with the completion, coordination, and documentation of training probationary and post-probationary adult courtroom clerks. This position will also assume the responsibility of the area in the absence of the Courtroom Services Training Manager in order to provide properly trained adult courtroom clerks for all sessions of court.

PRIMARY DUTIES

This job may include the following job duties and is not an all-inclusive list of all job duties that may be required. Employees will be required to perform other related duties as assigned.

- Prepare and maintain training materials; present sections of the orientation program to new courtroom clerks and provide cross-training to post-probationary courtroom clerks.
- Monitor the training of multiple courtroom clerks simultaneously, including identifying and coordinating courtroom clerks to provide one-on-one training.
- Provide one-on-one and/or group training to courtroom clerks.
- Review, audit, and monitor trainee clerks' work product for completion, accuracy, and productivity in accordance with established performance expectations.
- Document progress of each trainee; prepare and provide the Courtroom Services Training Manager with documented training status reports including milestone accomplishments and areas of concern needing correction.
- Provide the Courtroom Services Training Manager with specific information for inclusion into clerks' 30 day, 60 day, three month and six month performance.
- May assume responsibility for routine supervision of trainee clerks in the absence of the Courtroom Services Training Manager; distribute and assign incoming workload; assist with monitoring work and time restraint compliance; assist with employment interviews.
- Perform quality assurance audits to ensure the highest quality and timeliness standards are being met; maintains statistical data for status reports.
- Assist with quality assurance of time cards.
- Maintain confidentiality of information and materials in accordance with policies, court orders, statutes and rules.
- Assist with administering the written sample exercise for courtroom clerk candidates.
- Serve as a courtroom clerk, providing court coverage when needed.
- Assist with Courtroom Services policy/procedure update

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$18.35	\$22.33	\$26.31

Likely Minimum Qualifications

- High School Diploma or GED and four years office/clerical experience with at least two years as a courtroom clerk.
- Other combinations of education and experience may be considered in substitution for the minimum qualifications.

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.