

COLORADO STATE JUDICIAL DEPARTMENT

CLERK OF COURT

DEFINITION OF WORK

This is technical, supervisory and administrative work in the operation of a court in the Colorado Judicial System.

An employee in this class is responsible for all of the operations of a district, county or combined court. Work includes performing or directing all of the day-to-day activities of the court. Employees in this class are normally responsible for supervising and monitoring the work of court clerks and other court personnel as may be assigned. Work is performed independently and requires considerable use of initiative and judgment. Supervision is received from a District Administrator or Chief Judge who reviews work through reports and conferences.

DISTINGUISHING FACTORS (The court's average caseload figures for the last three-year period will be used as the primary classification factor. County court cases are equivalent to 1/4 of each district court case for computation of caseload. Other criteria such as number of judges, number of personnel supervised, number of locations, budget and administrative responsibility, and extra duties assigned will be considered provided the primary caseload criteria cited below is substantially met.)

Clerk of Court I	-	0 to 500 cases per year
Clerk of Court II	-	501 to 1,000 cases per year
Clerk of Court III	-	1,001 to 3,000 cases per year
Clerk of Court IV	-	3,001 to 5,000 cases per year
Clerk of Court V	-	5,001 to 10,000 cases per year
Clerk of Court VI	-	Over 10,000 cases per year

EXAMPLES OF WORK PERFORMED (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed. Positions are classified on the basis of the total duties assigned to the position and the criteria indicated in the "Definition of Work" and "Distinguishing Factors".)

Performs all activities involved in the operation of the court, including but not limited to case processing, registry functions, monthly and yearly reports and serving as jury commissioner, probate registrar and appeals clerk.

Plans, assigns, coordinates and reviews the work of assigned personnel. Assists in hiring procedures.

Authorizes refunds for bonds; checks accounting records; deposits funds; makes out bills, checks, deposit slips, expense accounts, receipts; posts entries; receives and pays out cash;

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recommends payment or non-payment of vouchers; reconciles and balances accounts and cash register records; and verifies the accuracy, presence or necessity for supporting papers.

Sends standard letters in response to routine requests, routes incoming mail and filings.

Assists in preparing annual budget including writing budget requests and justifications.

Maintains court docket and calendar for judges, schedules hearings and notifies parties.

Prepares all reports as required by the district administrator, Chief Judge or State Court Administrator.

Maintains case files, books and cards as required in the operation of the court.

Assumes all responsibility designated to Clerk of Court in the Colorado Revised Statutes.

Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES (The depth, completeness and thoroughness of knowledge, abilities and skills will vary according to the clerk's level.)

Knowledge of legal documents, statutes, laws and legal factors pertaining to the court.

Knowledge of modern principles and practices of public administration.

Ability to organize, direct and coordinate the administrative activities of a court.

Ability to express ideals clearly and concisely, orally and in writing.

MINIMUM QUALIFICATIONS (Indicated below are educational and experience requirements for each level in this job class series.)

Graduation from high school or GED equivalent; and for

Clerk of Court I - One year of office, legal or court clerical experience.

Clerk of Court II - Two years of office, legal or court clerical experience.

Clerk of Court III - Three years of office, legal or court clerical experience.

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Graduation from an accredited four year college or university with a bachelor's degree in business, public administration, social science, or related field; and for

Clerk of Court IV - two years of experience in management, administration, or judicial fields.

Clerk of Court V - three years of experience in management, administration, or judicial fields.

Clerk of Court VI - Four years of experience in management, administration, or judicial fields.

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