

CHIEF CLERK

UNCLASSIFIED

CLASS CODE: 9931; 9794

EEO CATEGORY: 1

S.G. JE 35/36

B.U. 41

EFFECTIVE DATE

June 17, 1996

DIVISION: Superior Court

CLASS DEFINITION: This class is accountable for directing the daily operations of the Judicial District Chief Clerk's Office in accordance with established court operations policies and procedures.

SUPERVISION RECEIVED: Receives administrative direction from the Director of Court Operations or designee(s).

SUPERVISION EXERCISED: Directs office staff, including the Deputy Chief Clerk, Assistant Clerks, clerical, and other staff as assigned.

EXAMPLES OF DUTIES: Directs the staff and operations of the Clerk's Office, which is responsible for processing civil, criminal, and family cases in compliance with case law, statutes, and rules of practice; coordinates, plans, and manages office activities in accordance with established court operations and other Judicial Branch policies and procedures; directs caseflow activities for civil, criminal, and family cases; formulates office goals and objectives; establishes and maintains office policies and procedures for motions, orders, judgments, and other court matters to ensure compliance with statutes, case law, and rules of practice; establishes procedures for juror management; directs and establishes work flow plans for all clerical, data processing, case processing, bookkeeping, and record keeping staff; interprets and administers pertinent laws, statutes, and rules of practice; conducts performance evaluations; provides staff training and assistance; maintains contacts with individuals both within and outside of the Judicial Branch who might impact on office activities; provides technical and consultative assistance to attorneys and pro se parties regarding legal or procedural matters; analyzes new statutes, rules, and case law and advises staff and the bar as appropriate of any procedural requirements; acts as trustee of court funds and maintains financial records, balances accounts, prepares financial statements and reports, ensures the proper receipt and deposit of all court funds, and reviews audit reports, bills, and invoices for payment; prepares statistical, financial, and other reports and correspondence as necessary for planning, budgeting, or expenditure monitoring; may supervise the maintenance and security of court facilities; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of law and legal process, legal principles, and practice; considerable knowledge of the policies, procedures, and operating systems of a clerk's office; considerable knowledge of and ability to interpret and apply relevant state and federal laws and rules of practice; knowledge of and ability to apply management principles and techniques; considerable interpersonal skills; considerable oral and written communication skills; computer skills; considerable ability to

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analyze legal problems and apply statutes, case law, and rules of practice to resolve them in accordance with the law.

EXPERIENCE AND TRAINING:

General Experience: Membership in the Connecticut Bar and four years of professional administrative and supervisory experience.

Note: Professional experience will be interpreted as work which requires knowledge of technical principles and practices of administration and requiring independent judgment and analysis in their application.

This replaces the existing specification in the same salary groups approved effective June 9, 1992.
(supervision received)