

DEPUTY CHIEF CLERK

UNCLASSIFIED

CLASS CODE: 9944; 9829

EEO CATEGORY: 1

S.G.

B.U. 41

O.G. 18

Effective Date

DIVISION: Superior Court

CLASS DEFINITION: This class is accountable for assisting in the direction of 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 Chief Clerk.

SUPERVISION EXERCISED: Assists with the direction of Assistant Clerks, clerical, and other office staff.

EXAMPLES OF DUTIES: Assists with the direction of the staff and operations of the clerk's office; schedules, assigns, oversees, and reviews the work of staff engaged in processing civil, criminal, and family cases in compliance with case law, statutes, and rules of practice; provides staff training and assistance; conducts performance evaluations; implements and maintains office procedures in accordance with established court operations and other Judicial Department policies and procedures; makes recommendations on the development of policies and standards; acts as liaison with other operating units, agencies, and outside officials regarding office policies and procedures; prepares reports and correspondence; acts for the Chief Clerk in his/her absence; assists the Chief Clerk with the management of caseflow activities and juror management; provides technical and consultative assistance to attorneys and pro se parties regarding legal or procedural matters; acts as trustee of court funds and assists the Chief Clerk in maintaining financial records, balancing accounts, preparing financial statements and reports, ensuring the proper receipt and deposit of all court funds, and reviewing audit reports, bills, and invoices for payment; analyzes new statutes, rules, and case law and advises staff and the bar as appropriate of any procedural requirements; 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; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to analyze legal problems and apply statutes, case law, and rules of practice to resolve them in accordance with the law; supervisory ability.

EXPERIENCE AND TRAINING:

General Experience: Membership in the Connecticut Bar and two (2) 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 for the same class in Salary Group JE 31 and JE 34 approved effective December, 1981.