

**Alaska Court System
Class Specification**

CLERK OF COURT 5

Range: 20

EEO4: 01

SOC: 11-9190

Class Code: C0136

Definition:

Under general direction of an Area Court Administrator, a Clerk of Court 5 performs and supervises administrative, clerical, statutory, and rule-mandated functions of the Fairbanks, Kenai Peninsula or Palmer Trial Courts. These duties include fiscal, personnel, training, information, supply management, and policy and project development. The incumbent will implement and administer all requirements established by law, rule, and policy for the trial courts.

Distinguishing Characteristics:

A Clerk of Court 5 serves in the Fairbanks, Kenai Peninsula and Palmer Trial Courts. Duties may include supervision of clerical employees in rural courts within the judicial district.

Supervision Received: The Clerk of Court 5 reports directly to the Area Court Administrator. Supervision is specific in terms of goals or projects assigned, but general in allowing incumbents to develop procedures or means for obtaining the goals.

Supervision Exercised: The Clerk of Court 5 is a supervisory class with substantial authority to employ, discipline, and adjudicate the grievances of subordinate employees. The Clerk of Court 5 is responsible to solve procedural and administrative problems and perform the full range of supervisory duties. These include interviewing, selecting, training, disciplining, scheduling, evaluating, approving leave, and responding to grievances according to the personnel rules. These positions directly supervise department supervisors and the chief deputy clerk, and indirectly supervise the clerical staff of the department supervisors.

Complexity of Tasks: Complex tasks, often project-oriented, include fact finding assignments, analysis of organizational structure, and development of recommended solutions to improve efficiency and resolve procedural problems. Work done at this level often impacts the court system statewide.

Independent Judgment: Duties require a high degree of independent judgment in analyzing facts, recommending solutions, developing systems in procedures and applying sound fiscal, personnel, and management policies and principles.

Examples of Duties:

Administer the functional departments of the court. Conduct special study projects such as analysis of operational efficiency and statistical analysis. May conduct trial-setting conferences.

Provide direction in the management of personnel issues and is directly involved in decisions concerning policies and procedures affecting all areas of trial court administration.

Supervise the Chief Deputy Clerk(s) and court supervisors.

Perform and/or supervise the statutory and rule-mandated functions of the Clerk of Court.

Chair or serve on committees responsible for the development of statewide policies.

Serve as a liaison between court personnel and the Area Court Administrator.

Assist the Area Court Administrator in planning, implementing, and monitoring of fiscal operations for the designated court location.

May provide administrative and calendar management support to the District Court administrative judge.

May perform other duties in the capacity of representative of and assistant to the Area Court Administrator.

Knowledge, Skills, Abilities:

A Clerk of Court 5 requires knowledge of:

- The principles, practices, and procedures of management and business administration including budget, fiscal control, personnel management, and supply distribution and control.
- Efficient reporting and administrative control procedures and valid and reliable fact-finding methods and procedures.
- Management needs and administrative priorities.
- The techniques of supervision.

A Clerk of Court 5 requires the ability to:

- Learn agency operating needs, priorities, policies, and procedures.
- Analyze transactional and policy problems and develop, recommend and implement solutions.
- Analyze situations accurately and take prompt, effective action.
- Speak and write clearly and effectively, convey information orally or in writing, to a variety of individuals in simple, understandable, and precise terms.

- Apply the principles and techniques of the work described.
- Apply required knowledge.
- Comprehend written material and interpret and apply rules and instructions.
- Instruct and supervise subordinates, direct and coordinate the work of others, ask questions and elicit required information, delegate work to subordinates.
- Gather and analyze data, reason logically and accurately, draw valid conclusions, and prepare comprehensive reports and correspondence.
- Function with a high degree of independence.
- Compile budget estimates.
- Establish and maintain cooperative relations with those contacted in the course of work.
- Participate effectively in conferences and interviews.

Minimum Qualifications:

Four years of advanced administrative and supervisory experience equivalent to a Clerk of Court 3, Chief Deputy Clerk 1, or Chief Deputy Clerk 2 with the Alaska Court System or similar work experience with another employer.

OR

Three years of advanced administrative and supervisory experience equivalent to a Clerk of Court 4 or Chief Deputy Clerk 3 with the Alaska Court System or similar work experience with another employer.

OR

A bachelor's degree from an accredited college in business administration, public administration, criminal justice, or a closely related field and one year of advanced administrative and supervisory experience equivalent to a Clerk of Court 4 or Chief Deputy Clerk 3 with the Alaska Court System or similar work experience with another employer.

OR

NOTE: This is a partially exempt job class; incumbents serve "at-will" to the appointing authority.

02/01 – Original

08/01 – MQs Revised/Substitution Added

04/03 – Revised

03/06 – MQs and General Revision

09/06 – WPA

Clerk of Court 5

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03/14 – Revised, WPA

12/16 –MQs and General Revision

12/22 – Revised