

**Alaska Court System  
Class Specification**

**CLERK OF COURT**

Range: 12

EEO4: 06

SOC: 43-4031

Class Code: C4220

**Definition:**

Under general direction, a Clerk of Court performs a variety of clerical, technical, and administrative functions for a rural court. Incumbents serve as the only permanent clerical employee at the trial court location.

**Distinguishing Characteristics:**

The Clerk of Court independently performs all functions necessary to process case files and determines if a case file is technically complete.

**Complexity of Tasks:** The duties of a Clerk of Court require training and experience, and involve the application of prescribed standard practice and the use of multiple procedures.

**Independent Judgment:** The duties of a Clerk of Court require the exercise of independent judgment within the limits of standard policy and procedure.

**Supervision Received:** A Clerk of Court works under the direction of the Area Court Administrator or Rural Court Training Assistant.

Supervision is received through phone, e-mail, and personal conference; general observation of work in progress; and periodic review of completed work. Incumbents occasionally receive direction from a judicial officer or higher-level non-judicial employee.

**Supervision Exercised:** A Clerk of Court does not directly supervise other employees.

**Examples of Duties:**

Ensure that all relevant laws, court rules, and statutory clerk of court activities are adhered to in the filing, processing, review and control of pleadings and other documents and materials.

Provide service and information regarding court procedures and cases to attorneys, law enforcement officers, prosecutors, judges, magistrates, and the general public. Deposit and retrieve mail from the postal service. Open incoming mail, date stamp, and place in file for action by the magistrate/judicial officer. Review, process, and maintain filings in case files as they arrive or as they are prepared.

Account for fees, fines, bail, restitution, and other funds received by the court. Provide bookkeeping services. Make deposits.

Schedule court dates. Notify attorneys of case settings. Notify law enforcement officers of the date and hour an imprisoned defendant is to appear. Notify other litigants and witnesses needed for trial.

Prepare and issue bench warrants, summons, bail forfeitures, work release forms, judgments, orders, notices and other court documents. Enter judgments and orders as provided by law.

Close the case file when a case is completed; notify the litigants; and post the appropriate entries.

Mail monthly notices of fines due, community work service to be completed, or SIS expiration.

Prepare cases with overdue fines for transfer to the Office of the Attorney General. Write receipts for trust and revenue monies received and prepare trust and revenue deposits.

Serve as an in-court clerk. Open and close the courtroom. Prepare the courtroom for the day; check calendars and review files to be used that day to be sure they are complete. Operate recording equipment and prepare log notes. Administer oaths. Receive and keep account of all exhibits entered as evidence; and read indictments to accused persons. Complete notes and logs during and after court is closed. Keyboard transcripts of sentencing remarks. Prepare and distribute paperwork during and following court proceedings.

Issue subpoenas, serve as a notary, and certify documents on file with the court. May serve as passport agent and perform voter registration duties. Assist the public with vital statistics inquiries and file appropriate reports.

Attend continuing education seminars, the Clerks Conference, and/or judicially sponsored seminars. Perform other related duties as required.

### **Knowledge, Skills, Abilities:**

A Clerk of Court requires knowledge of:

- Alaska Statutes, Alaska Rules of Court, and local ordinances.
- Court policies and procedures governing the record keeping, accounting, and case processing functions.
- General office and clerical functions.

A Clerk of Court requires skill in order to:

- Deal tactfully with customers and co-workers.
- Accurately file and keyboard.
- Operate audio recording equipment, standard office equipment, and standard and specialized software applications.

A Clerk of Court requires the ability to:

- Develop cooperative working relationships with judicial officers, attorneys, court staff, law enforcement officers, and the public.
- Perform general clerical and technical work.
- Make arithmetical calculations.
- Write clearly and legibly.
- Follow oral and written instructions, ask questions, and elicit required information.

**Minimum Qualifications:**

Graduation from high school or completion of a General Education Development (GED) certificate AND one year of general clerical, office or retail work experience AND the ability to keyboard at least 40 words per minute (net).

OR

Graduation from high school or completion of a General Education Development (GED) certificate AND completion of 36 semester credit hours or 48 quarter credit hours of coursework from an accredited college AND the ability to keyboard at least 40 words per minute (net).

03/18 – Original

04/18 – Class Title Change

12/22 – Revised