

**Alaska Court System
Class Specification**

COURT SUPERVISOR 2

Range: 13

EEO4: 6

SOC: 43-1011

Class Code: C4322

Definition:

Under general direction, the Court Supervisor 2 serves as either the supervisor of a small division or the assistant supervisor of a large division usually consisting of 10 or more clerical positions. This is a supervisory job class with substantial authority to employ, discipline, and adjudicate the grievances of subordinate employees.

Distinguishing Characteristics:

Positions in the Court Supervisor series serve as supervisors or assistant supervisors of organizational units within the trial courts or in administration. Court Supervisors are delegated supervisory responsibility for clerical, technical, and paraprofessional positions. The level of supervision exercised is an important distinguishing characteristic and is an integral part of the duties and responsibilities of positions allocated to this class series. Supervision of staff is the primary distinction between positions in the Court Supervisor series and positions in the Court Case Manager series.

The Court Supervisor 2 functions as either the supervisor of a trial court division that is comprised of three or fewer clerical employees at salary range 12 or below, or as the assistant supervisor of a larger division. Supervision of employees is a major function and responsibility of a Court Supervisor 2.

The Court Supervisor 2 is distinguished from the Court Supervisor 1 by the role of the Court Supervisor 1 as an assistant supervisor responsible for training.

The Court Supervisor 2 is distinguished from the Court Supervisor 3 by the role of the Court Supervisor 3 as the supervisor of a large division consisting of at least four clerical employees at salary range 12 or below.

Duties require either a working knowledge of multiple court functions or detailed knowledge of one function (criminal, civil, traffic, records, etc.). Incumbents must be able to analyze facts and apply the policies, rules, and procedures to situations not previously encountered. Duties require working independently toward general results, devising new methods, and modifying or adapting standard procedures to meet new situations.

Duties require training and experience to: apply statutes, regulations, rules, and prescribed practice; select the appropriate rule or procedure; and make decisions that normally have a higher consequence of error. Incumbents must make difficult or complex decisions within the scope of the applicable policies and procedures, and be able to use independent judgment in so doing.

Supervision Received: Court Supervisors 2 receive general direction from the Clerk of Court, the supervisor of a large department, or other supervising authority. Routine detailed work is rarely reviewed. Supervision and evaluation are based on the overall production and efficiency of the functions and staff supervised by incumbents in this classification.

Supervision Exercised: Court Supervisors 2 are responsible for, or assist in the recruitment, training, evaluation, and discipline of their staff. They may also settle informal disputes or recommend resolutions among subordinate employees. Responsible, independent judgment is exercised in these functions.

Examples of Duties:

Supervise trial court activities within a designated division such as customer service, civil, criminal, trial court accounting, traffic, or probate.

Supervise activities within an administrative division such as records management.

Plan, assign, and review the work of subordinate employees. Establish daily work priorities and schedules. Monitor the daily workflow. Ensure that standards for accuracy and processing are met within the deadlines established in statute, regulation, rule, or procedure.

Interview, hire, train, evaluate, and discipline subordinate employees. Prepare interim and annual performance evaluations in advance of the due date, discuss ratings with the employee, and forward for supervisory review and approval. Review and approve leave requests.

Produce regular and ad hoc reports for clerical employees.

Function as a working supervisor performing the more complex work of the unit as well as the administrative and supervisory duties.

Perform the job duties of subordinates as necessary to maintain workflow during absences or peak workload.

Evaluate established policies and procedures. Recommend and implement changes in work procedures. Develop new policies and procedures to meet the changing needs of the court. Prepare, maintain, and update procedural manuals and resource materials.

Answer inquiries in writing, in person, and over the phone from judges, attorneys, and the general public concerning specific cases and/or general court policies and/or court procedures.

Perform other related duties as required.

Knowledge, Skills, Abilities:

A Court Supervisor 2 requires knowledge of:

- Legal terminology and court procedures.
- The structure and function of the Alaska Court System.
- The Rules of Court, Alaska Statutes, and Clerk's Manual.
- The principles of supervision, management, and training.
- Standard business correspondence, including English grammar, composition, spelling and punctuation.

A Court Supervisor 2 requires skill in order to:

- Operate standard and specialized office software and database applications.
- Apply and interpret court rules, policies, and procedures.

A Court Supervisor 2 requires the ability to:

- Follow oral and written instructions, organize and assign work to subordinates.
- Instruct, supervise, and evaluate employees.
- Analyze situations and take prompt, effective action.
- Gather and analyze data; reason logically and accurately, and draw valid conclusions.
- Look beyond the limits of standard practices, procedures and policies to successfully solve clerical, procedural and technical problems.
- Convey information, orally or in writing, to a variety of individuals in simple, understandable, and precise terms.
- Work cooperatively with others and gain their respect and confidence.
- Work effectively under pressure.
- Function with a high degree of initiative, independence, and discretion.
- Comprehend written material and interpret and apply rules and instructions.
- Make accurate mathematical computations.
- Conduct research and prepare clear and concise reports.
- Provide technical assistance to court case managers and other clerical employees.

Minimum Qualifications:

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

Substitutions:

Additional office clerical work experience will substitute for the high school diploma or GED certificate on a year-for-year basis.

Completion of 72 semester credit hours or 96 quarter credit hours of coursework from an accredited college will substitute for the two years of required office clerical work experience.

Completion of an appropriate vocational training course of study such as legal secretary, paralegal, or office skills will substitute for the required office clerical work experience on a month-for-month basis.

09/06 - Original

03/08 - Revised

08/10 - Revised

02/14 – Remove MQQ’s

08/14 – Revise MQ’s

05/15 – Change SOC Code

05/21 – Revised

03/23 – Revised