

**Alaska Court System
Class Specification**

COURT SUPERVISOR 5

Range: 16

EEO4: 06

SOC: 43-1011

Class Code: C4325

Definition:

Under general direction of the Anchorage Clerk of Court, the Court Supervisor 5 serves as the full-time supervisor of the Anchorage In-Court Division. Supervision of a large division may involve factors such as non-standard work schedules and workweeks that include evenings, weekends, and holidays; extensive interaction with judicial officers; and routinely authorized overtime. This is a supervisory job class with substantial authority to employ, discipline, and adjudicate the grievances of subordinate employees. In accord with AS 22.20.035, incumbents exercise the powers of judicial officers specified in AS 22.20.030(4)–(7). The Court Supervisor 5 is a single-position job class.

Distinguishing Characteristics:

Positions in the Court Supervisor series serve as supervisors or assistant supervisors of organizational units within the trial courts. Court Supervisors are delegated supervisory responsibility for clerical, technical, and paraprofessional positions in the court system. 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 5 serves as the primary supervisor of the Anchorage In-Court Division. Court Supervisor duties are limited to the court in which the position is located.

Duties require considerable knowledge of in-court duties. 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: The Court Supervisor 5 receives general direction from the Clerk of Court 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: The Court Supervisor 5 is responsible for the recruitment, training, evaluation, and discipline of Courtroom Judicial Assistants and Court Supervisors in the Anchorage in-court division. They may also settle informal disputes or recommend resolutions among subordinate employees. Responsible, independent judgment is exercised in these functions.

Examples of Duties:

Supervise all activities within the Anchorage In-Court Division.

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 required evaluations in advance of the due date. Discuss ratings with employee and forward for supervisory review and approval. Review and approve leave requests.

Be proficient in the in-court duties for all case types and ensure that Courtroom Judicial Assistants are fully trained for all hearings. Assign clerks to hearings and provide clerical coverage for all courtrooms. Consult with judicial officers to ensure that their preferences for in-court clerk coverage are accommodated when possible.

Produce regular and ad hoc reports.

Perform and/or oversee the most difficult or complex work of the unit as well as the administrative and supervisory duties. Develop non-standard solutions to complex issues or unusual problems when the Clerk of Court or Area Court Administrator may be unavailable for consultation.

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.

Respond to 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.

Conduct research and provide clarification or interpretation to chambers, court staff, and other agencies on application of complex court rules and statutes.

Knowledge, Skills, Abilities:

A Court Supervisor 5 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 5 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 5 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 clerical staff.

Minimum Qualifications:

Graduation from high school or completion of a General Education Development (GED) certificate AND three years of legal office clerical work experience which includes one year of supervisory or lead 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 five years of office clerical work experience which includes one year of supervisory or lead experience AND the ability to keyboard at least 40 words per minute (net).

OR

Three years of experience as a Courtroom Judicial Assistant (in-court clerk) with the Alaska Court System or another state/federal court AND the ability to keyboard at least 40 words per minute (net).

OR

A bachelor's degree in any field from an accredited college AND one year of supervisory or lead experience AND the ability to keyboard at least 40 words per minute (net).

Substitution:

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

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

Note: Legal office clerical work experience includes service such as a Court Case Manager 1, Court Case Manager 2, Courtroom Judicial Assistant, Chambers Judicial Assistant, Court Supervisor 1-4, or Administrative Assistant with the Alaska Court System, or work in a public or private sector law office requiring the review and processing of legal documents.

06/17 – Original, WPA

09/19 – Revised; remove DC 3 class title

03/23 – Revised