

## **CHILD SUPPORT SERVICES LEGAL CLERK I**

### **DEFINITION**

Working under close supervision, performs specialized and responsible office support work that requires knowledge of legal terminology and legal clerical procedures; and performs related work as required.

### **DISTINGUISHING CHARACTERISTICS**

Legal Clerk I is the entry/trainee level in the Legal Clerk series. Employees in this class receive in-service training and are given detailed instructions in the performance of the more routine legal clerical duties. As requisite skills and knowledge are developed, greater independence and the full scope of responsibility are exercised. Unless a position is permanently allocated to this level due to the nature of the work, employees are expected to promote to Legal Clerk II after one year of satisfactory performance at the Legal Clerk I level.

This classification series differs from the Legal Assistant classification in that Legal Clerks perform the more routine legal clerical support duties that involve producing forms, notices, and documents. They do not serve in a paraprofessional capacity and do not conduct research or provide input on legal positions or arguments.

### **REPORTS TO**

Director of Child Support Services or Assistant Director of Child Support Services or as assigned.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None

## **CHILD SUPPORT SERVICES LEGAL CLERK I – 2**

### **EXAMPLES OF DUTIES**

- Processes, maintains, and prepares a variety of legal forms, records, and reports; verifies that information or data is complete, accurate, consistent, and in conformance with prescribed format, procedures, and regulations.
- Gathers and reviews confidential information from agencies and processes documents related to assignments; communicates with affected parties to gather needed information and explain procedures.
- Determines acceptability of information and proper action to be taken based on established oral or written instructions.
- Contacts various agencies and organizations regarding the status of documents such as releases of liens, case settlements, etc.
- Receives, assembles, and maintains files and other information related to court actions; updates computer information; maintains court calendars by scheduling and reviewing court dates; files information or forwards to staff members.
- Files pleadings, orders, judgments, and a variety of other legal documents in the appropriate court.
- Identifies and corrects deletions or errors in accordance with prescribed format; follows up to secure additional information as needed.
- Produces a variety of legal documents including, but not limited to, Notices of Hearing, Subpoenas, Petitions, Dispositions, Dismissals, Monthly and Special Reviews, Warrants, and Special Orders, in addition to letters, reports, and fiscal or statistical reports.
- Types from electronic recording devices; proofs typewritten materials for grammar, punctuation, spelling, sentence structure, format, layout, and clarity of language; may verify the consistency, completeness and accuracy of references and other information.
- Receives and screens calls for attorneys; provides information based on knowledge of policies and procedures; performs follow up on caller requests as needed.
- Logs reports from law enforcement agencies; searches manual and automated systems for prior offenses and other relevant information; receives and processes discovery requests and gathers information.
- Maintains information related to assignments by entering information into a manual or computerized data system; serves as a court liaison regarding assigned work activities and related matters.
- May attend court proceedings to take notes and/or enter narratives into a database; may produce and file documents as a result of court proceedings.
- Performs related duties as assigned.

## **CHILD SUPPORT SERVICES LEGAL CLERK I – 3**

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods, frequently stand and walk, normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computers, telephones, calculators, copiers, and FAX machines.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment, continuous contact with staff and the public.

## CHILD SUPPORT SERVICES LEGAL CLERK I – 4

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Modern office procedures, techniques, and equipment.
- Clerical and department work practices, procedures, specific rules, precedence, and regulations.
- Proper English grammar, vocabulary, spelling, and punctuation.
- Knowledge of legal terminology, phraseology, documents, and procedures.
- Business letter writing.
- Filing, indexing, and recording systems and procedures.

#### **Ability to:**

- Understand and carry out oral and written instructions.
- Understand and apply laws, rules, and policies applicable to legal office procedures.
- Exercise independent judgment in determining and selecting the appropriate processes, alternatives, forms, and desired actions within the bounds of established work practices, procedures, and commonly used regulations.
- Prepare and maintain accurate and comprehensive reports and records.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships.
- Maintain confidentiality.
- Use discretion in organizing work and carrying out assignments with minimum supervision.

#### **Training and Experience:**

One (1) year of full-time experience as an Office Assistant II;

**OR**

Two (2) years of full-time experience performing general clerical work.

**Special Requirements:** Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.

## **CHILD SUPPORT SERVICES LEGAL CLERK I – 5**

Must pass a Department of Justice (DOJ) background check as required under IRS Publication 1075 as a condition of employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.