

DEFINITION OF TERMS OF MINIMUM QUALIFICATIONS:

Pattern II

“performing a variety of difficult stenographic and/or clerical work”:

- Stenographic Work:
 - Prepare and issue orders of the court, such as probation orders, release documentation, sentencing information or summonses.
 - Prepare dockets or calendars of cases to be called, using computers or other office equipment.
 - Examine legal documents submitted to courts for adherence to laws or court procedures.
 - Search files and contact witnesses, attorneys or litigants to obtain information for the court.
 - Answer inquiries from the general public regarding judicial procedures, court appearances, trial dates, adjournments, outstanding warrants, summonses, subpoenas, witness fees or payment of fines.
 - Explain procedures or forms to parties in cases or to the general public.

- Clerical Work:
 - Prepare and publish attorney’s drafts of bills, pleadings and other legal documents.
 - Type correspondence, reports, text and other written material from rough drafts, corrected copies, voice recordings, dictation or previous versions, using a computer or other office equipment.
 - Answer telephone requests for complex or detailed information.
 - Schedule depositions and confirming court reporters, interpreters and other personnel.
 - Work closely with internal offices for accounting and other purposes.