



Office of Human Resources
Clerk of Court - CA3377
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General Statement of Duties

Under general direction of a Court Executive or Presiding Judge, manages functional and/or operational area(s) including planning, organizing, directing, and coordinating the activities of the Court; resolves operational and management issues; and achieves goals while ensuring resources are utilized appropriately.

Distinguishing Characteristics

The Clerk of Court is distinguished from Court Executive who manages and directs the administration of the Denver County Court.

The Clerk of Court is distinguished from the Deputy Court Executive who assists the Court Executive in planning, organizing, directing, and coordinating the administrative matters of the court.

Essential Duties

Responsible for overseeing the procedural functions of the Denver County Court, which includes the Chief Clerk duties as set forth in the Denver Revised Municipal Code and the Clerk of Court responsibilities as set forth in the Colorado Revised Statutes, as well as supervision of staff. The Clerk of Court is responsible for compliance with all applicable laws, regulations, and policies.

Develops, implements, supervises, and monitors all guidelines, work procedures, case flow and statistical reporting systems; reviews all new laws, rules, directives, policies, and procedures, and works with leadership to develop and implement procedural changes.

Reviews and evaluates organizational policies, practices, structure, functions, programs, work methods, resources, and management and program performance; increases efficiency and effectiveness of court processes and systems.

Performs quality control audits to ensure accuracy and integrity of the court records.

Represents the County Court on various committees and workgroups as a participant or leader in a wide variety of local and state-wide projects.

Serves as liaison and coordinates court operations with representatives of allied government agencies.

Supports the Court Executive and Deputy Court Executive in the preparation and analysis of court budgets, considerations, and priorities, including writing budget requests and justification.

Analyzes proposed legislation, judicial processes, and procedures for possible impact on the court system. Provides legislative updates to appropriate staff as needed. Assists Court personnel in developing implementation plans for new legislation.

Responds to media inquiries by gathering information and referring the media to appropriate resources. Assists in the development and implementation of public education initiatives.

Reviews CORA requests to determine applicability of CORA standards. Collaborates with Court personnel on production of such records. Responds to and prepares information responsive to requests for court records.

Establishes expectations and provides employee performance feedback on an ongoing and annual basis.

Assists subordinates in establishing goals. Plans, assigns, coordinates, and reviews the work of assigned personnel.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Administration and Management – Knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources.

Analyzing - Analyzes data and all other sources of information, patterns, and relationships. Demonstrates an understanding of how one issue may be a part of a much larger system.

Creating and Conceptualizing - Identifies and produces innovative ideas and thinking strategically. Promotes best practices and leading-edge ideas.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing/Negotiating – Persuades others to accept recommendations, cooperate, or change their behavior, works with others toward an agreement, and negotiates to find mutually acceptable solutions.

Manages and Organizes Information - Identifies a need; gathers, organizes, and maintains information; determines its importance and accuracy, and communicates it by a variety of methods.

Problem Solving- Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict.

Knowledge & Skills

Ability to manage priorities and deadlines.

Ability to problem solve.

Ability to think analytically.

Skill in planning and organizing.

Good written and verbal communication skills.

Level of Supervision Exercised

Supervisory accountability for other employees including managers, supervisors, and may supervise individual contributors, volunteers, or interns.

Education Requirement

Bachelor's Degree from an accredited college or university in Business, Public, or Judicial Administration; Social Science or related field.

Experience Requirement

Five (5) years of experience of management, administration, or judicial fields that must have included two years of supervisory experience.

Education & Experience Equivalency

Two (2) years of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.
Licenses and certifications must be kept current as a condition of employment.

Working Environment

Pressure due to multiple calls, inquiries, and conflicts.
Subject to many interruptions.
Subject to varying and unpredictable situations.
Subject to long irregular hours.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.
Hearing: Perceiving and comprehending the nature and direction of sounds.
Lifting: Moving objects weighing no more than 10 pounds from one level to another.
Repetitive motions: Making frequent or continuous movements.
Sitting: Remaining in a stationary position.
Talking: Communicating ideas or exchanging information.

Background Check Requirement

Criminal Check
Education Check
Employment Verification
By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: EX-16

FLSA Code: Y

Established Date: 8/7/2022

Established By: GT

Revised Date: 11/27/2022

Revised By: BM

Class History: 11/27/2022 - Revised pay grade as a result of CN1746.