

**UNIFIED JUDICIAL SYSTEM
POSITION DESCRIPTION**

DEPUTY SUPREME COURT CLERK

CLASS CODE: 99-51-64

POSITION PURPOSE

Provides administrative support to the Supreme Court by receiving and reviewing circuit court records; checking email folders for briefs, court transcripts, and court reporter completions; distributing legal documents; reviewing paper work from applicants seeking admission to the state as an attorney; preparing and distributing remittiturs when cases are closed; closing and storing files; and providing general office support to facilitate the flow of work.

DISTINGUISHING FEATURE

This position is distinguished by the correctness and completeness of documents in case files, correct calculation of filing times, accuracy in recording information, and correct and timely distribution of legal documents.

MAJOR RESPONSIBILITIES

Note: The duties listed are typical examples of work performed by positions in this job classification. Not all duties are included, nor is the list exclusive.

1. Checks in and reviews circuit court records, on paper and electronically, to compile and verify documents for appeals.
 - a. Requests circuit court records from court clerks' offices after briefing is complete in appeals; verifies and endorses contents; and docket files.
 - b. Checks email folders daily for briefs, court transcripts, and court reporter submissions; reformats them into searchable PDF files, and places them on a shared drive.
 - i. Prints ongoing filings to PDF and adds to the electronic records.
 - ii. Updates the Court daily with most current versions of writings.
 - iii. Converts court reporters' transcripts and notices of completion to PDF files and bookmarks in their respective electronic records for the Court's use.
2. Distributes opinions and expedited orders of the Court to the parties involved, court members, legal staff, and the media to ensure all proper parties receive the documentation and have opportunity to file petitions within timeframes allowed.
 - a. Prepares envelopes, includes opinions, adds postage, and mails; and sends emails to Lexis Nexis, West, and LoisLaw contacts.
 - b. Distributes expedited orders and statements of costs; docket orders; calculates dates of remittance; adds cases to disposition tables; distributes copies of expedited orders to the parties, the Court, legal staff, and legal secretaries.
3. Prepares remittiturs to distribute to the lower court when cases are closed.
 - a. Prepares remittiturs and sends them to appropriate court clerks with cover letters, certified copies of opinions, copies of judgment, and the circuit courts' records.

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- b. Rechecks circuit courts' records against the itemized content slips to make sure everything that was received is returned.
 - c. Contacts authorizing Justice and law clerk to help find missing documents.
4. Facilitates processes to assist applicants for admission to South Dakota as attorneys.
 - a. Reviews paper work submitted by applicants and contacts them if incomplete.
 - b. Prepares informational paper work for reciprocity files and applicants who have passed the bar exam.
 - i. Prepares letters of admittance.
 - ii. Orders, proofreads, and distributes certificates.
 - iii. Updates registry of attorneys.
 - c. Prepares records to be placed on disk.
 - d. Composes monthly letter to South Dakota State Bar informing them of new attorneys.
 5. Performs general office duties to expedite work through the office.
 - a. Gets the mail and opens it; assigns file numbers, and gives the mail to the clerk for review; then follows up by sending letters of acknowledgement to senders and filing in appropriate court files.
 - b. Answers the telephone and provides answers to routine questions or transfers calls to appropriate parties.
 - c. Assists in preparing calendar pages for each month's arguments.
 - d. Manages closure and storage of files after decisions of the Court have been rendered.
 6. Performs other work as assigned.

SUPERVISORY FUNCTIONS

This position manages assigned administrative duties to support the Supreme Court.

ESSENTIAL FUNCTIONS REQUIRE

Sitting for extended periods of time; operating office machines such as a computer, telephone, copier, etc.; using hands for repetitive movement including grasping, turning, and typing; lifting and carrying as much as 50 pounds; walking up and down stairs; and attendance in accordance with rules and policies. The incumbent is also required to work effectively with coworkers and the public, maintain confidentiality, manage stress, meet deadlines, and understand and communicate (verbally and in writing) procedures and practices.

PROBLEMS AND CHALLENGES

Challenges include merging briefs from various word processing programs to a common format. This is difficult because the title page, table of contents, table of authorities, and body of the brief must be properly formatted; tabs set; each page number inserted; paragraph spacing set; font type and size set; and merged. Additionally challenged to verify consolidated appeals with multiple circuit court cases. Further challenged to ensure correspondence and filings are in compliance for filing.

Problems encountered include electronic files that are corrupted, briefs that are incomplete, files that are too large to be delivered from a server, and finding missing or misplaced documents from a court record.

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DECISION-MAKING AUTHORITY

Decisions include whether paper work submitted is considered acceptable based on guidelines and requirements; how to break down large transcripts or appendices into volumes so they can be viewed by the Court; contact with court clerks to obtain missing documentation, transcripts, exhibits, etc.; calculating remittance dates; which parties receive expedited orders; file numbers on correspondence; closing files and contacting scanning company with adequate boxes for microfilming; and whether to answer or transfer calls.

Decisions referred include outside requests for appellate briefs; questions regarding costs on statements of costs; upset callers who need to speak with a supervisor; inmate correspondence; contacting counsel for copies of missing documents; and logistics for placing attorneys' files on disk or microfilm.

CONTACT WITH OTHERS and PURPOSE

Routine contact with court clerks regarding filings; with court administrators and court reporters regarding transcripts; with UJS IT staff about server limitations; and with attorneys and legal staff about briefs and appendices; occasional contact with vendors for scanning and microfilming files; and with law clerks to find records missing from trial court files.

WORKING CONDITIONS

The incumbent works in a typical office environment.

COMPETENCIES/QUALIFICATIONS FOR APPOINTMENT

Knowledge, Skills and Abilities:

Knowledge of:

- appellate rules of procedure;
- basic computer applications such as Word, Excel, and Adobe/Adobe Pro;
- functions of the judicial system, policies, and procedures;
- legal terminology;
- general office practices;
- English, grammar, and punctuation.

Skill in:

- typing or keyboarding at a proficient level;
- proofreading;
- time management;
- prioritizing and organizing assigned tasks.

Ability to:

- analyze court records and convert to a useable and transferrable electronic format;
- learn and proficiently use office machines;
- prioritize time and make sure assigned work is accomplished in the order that is mandated;
- adjust to changes in computer and communication systems;

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- maintain confidentiality;
- communicate effectively both orally and in writing with a wide variety of people.

Education:

Graduation from high school or possession of a GED certificate.

Experience:

Three (3) years of secretarial experience or an equivalent combination of education and experience.