

**UNIFIED JUDICIAL SYSTEM
POSITION DESCRIPTION**

SUPREME COURT CLERK

CLASS CODE: 99-51-63

POSITION PURPOSE

The primary purpose of this position is to manage the process of filing appellate cases with the South Dakota Supreme Court and ensure adherence to South Dakota Codified Law (SDCL) and Supreme Court rules..

DISTINGUISHING FEATURE

This position manages the judicial functions for the South Dakota Supreme Court, supervises the Supreme Court Clerk office and staff, and provides accurate and efficient administrative assistance to the Supreme Court Chief Justice and Associate Justices.

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. Provides case management of the South Dakota Supreme Court appellate filings to ensure compliance of proper procedure, timelines, format, and style.
 - a. Screens all incoming mail, reviews all new appeals, petition for writs, original proceedings, habeas proceedings, petitions for certificate of probable cause, requests by the Governor for advisory opinion, certified questions from the Federal Courts, and attorney matters.
 - b. Computes deadlines and due dates.
 - c. Reviews all briefs, motions, emergency requests, and other pleadings.
 - d. Maintains and manages Supreme Court appellate e-filed briefs.
 - e. Monitors filed cases for defaults, possible consolidation, or abandonment.
 - f. Notifies Court by memorandum of jurisdictional defects.
 - g. Determines status of cases to properly advise the Court.
 - h. Determines possible disqualifications to bring to the attention of the Court.
 - i. Reviews ready cases to properly prepare for the Court's Term of Court calendar.
 - j. Conducts random case draws and maintains assignment lists.
 - k. Schedules oral argument cases and prepares written notices of oral and non-oral arguments.
 - l. Drafts orders for extensions, continuances, waiving defaults, extra pages, denial or grant of intermediate appeals, grant or deny of certificate of probable cause, consolidation, supplementing record or briefing, affirmance, reversal, denial, or grant of a rehearing.
 - m. Processes the appointment of retired Justices, Judges, and/or current Judges.
 - n. Maintains the Justices voting record.
 - o. Prepares dispositional orders and judgments.
 - p. Determines award of costs and prepares taxation of costs for such cases.
 - q. Proofs opinions and prepares for distribution of mailings.

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- r. Prepares remittiturs for each case wherein a decision has been rendered and the time for rehearing has expired.
 - s. Drafts and prepares correspondence to parties involved in the appellate case.
2. Provides administrative assistance and support to the Supreme Court Chief Justices and Associate Justices to ensure efficient operations.
 - a. Schedules appointments for the Chief Justice with the Governor, Governor Office staff, news media, collegiate presidents, judges, and/or State Bar staff.
 - b. Schedules and monitors security staff for the Supreme Court.
 - c. Composes and proofs correspondence for the Chief Justice.
 - d. Prepares notice of vacancies for various Chief Justice Board appointments.
 - e. Prepares rule hearing notices.
 - f. Screens calls and visitors to the Chief Justice and Associate Justices.
 - g. Arranges off-site conference rooms and all travel Term of Court details such as security, press releases, recording equipment, synopses booklets, others publications, etc.
 3. Designs and provides in-depth statistical reports of Supreme Court filings and functions to ensure accurate reporting and analysis of data.
 4. Provides customer service to create a positive representation of the Supreme Court and Unified Judicial System.
 - a. Answers inquiries from justices, judges, attorneys, staff, litigants, news media, trial clerks, court reporters, other agencies, and the public.
 - b. Issues news releases and acts as the spokesperson for the Court.
 - c. Serves on committees as appointed by the Supreme Court or Chief Justice.
 - d. Serves on the rules committees and drafts appellate rules.
 - e. Acts as the Supreme Court's liaison in dealing with other state agencies.
 - f. Conducts training in appellate transcript preparation and processes.
 - g. Conducts clerk and deputy clerk of court training in appellate procedures.
 5. Maintains the roll of attorney admissions into the South Dakota State Bar to ensure documentation and receipt of funds.
 - a. Executes procedures for admission of attorneys into the State Bar.
 - b. Reviews required admission documents, drafts admission orders, receipts admission certificate fees and bar dues, remits bar dues to the State Bar, drafts letters to attorneys verifying admission.
 - c. Prepares information, verifies and orders certificates of admission for Justices' signature.
 - d. Distributes certificates of admission.
 - e. Drafts monthly letter to the State Bar advising of name and address of new admittees.
 - f. Prepares certificate of good standings upon request.
 6. Performs other work as assigned.

SUPERVISORY FUNCTIONS

Positions reporting to this position perform clerical support duties in the office and perform supportive roles including appellate case filing, record keeping, monitoring caseload, and other work as assigned.

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ESSENTIAL FUNCTIONS REQUIRE

Limited in-state travel is required for traveling court terms, meetings and training and occasional out-of-state travel may be required for meetings and training; attendance in accordance with rules and policies; sitting for extended periods of time; occasionally lifting 40-50 pounds of appellate case filings; cognitive ability to understand complex state laws and Supreme Court rules and policies; recall protocol and procedure accurately and apply consistently in similar situations; and operate office machines such as a computer, telephone, copier, etc. The incumbent is required to work effectively with coworkers and the public; manage stress appropriately; meet deadlines; demonstrate initiative and supervisory and leadership skills; and communicate (verbally and in writing) complex ideas, concepts, rules, policies, and procedures.

PROBLEMS AND CHALLENGES

Challenges include providing assistance in a professional and courteous manner while people are in an agitated or emotional state and ensuring not to provide legal advice on cases; educating attorneys, litigants, and general public of the appeal process and judicial proceedings; determining actual request or need of individuals and referring them to the right entity to resolve their issue; maintaining the current status of appellate cases; ensuring absolute accuracy of processing of the file; coordinating multiple schedules for meetings; and managing multiple tasks simultaneously.

DECISION-MAKING AUTHORITY

Decisions made by the incumbent include the day-to-day management of the Supreme Court Clerk's office, prioritization of tasks and functions in the office, if appellate cases and the documents within meet all the criteria for filing, assessing the threat of disgruntled or upset customers and determining how to respond, and when to refer customers to others for assistance.

Decisions referred include news media questions, Board of Bar Examiner issues, questionable pleadings, compliance of Korth Briefs, and any matter not directly under the authority of the Supreme Court Clerk's office.

CONTACT WITH OTHERS and PURPOSE

Daily contact with the Chief Justice and Associate Justices of the Supreme Court, legal research staff, court clerk staff, legal secretaries, law clerks, circuit court and magistrate judges, circuit court administrators, court reporters, law enforcement, State Bar staff, the public, and staff attorneys to conduct day-to-day business and process appellate case filings; and frequent contact with State Court Administrator staff to provide and gather information.

WORKING CONDITIONS

The incumbent works in a typical office environment. Occasional in-state and out-of-state travel may be required.

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COMPETENCIES/QUALIFICATIONS FOR APPOINTMENT

Knowledge, Skills and Abilities:

Knowledge of:

- South Dakota Codified Law (SDCL) relating to civil rules of procedure and the appellate and criminal chapters;
- trial and federal court functions and procedures;
- court and judicial system;
- Unified Judicial System (UJS) and associated functions and responsibilities;
- supervisory and leadership techniques and tools;
- the English language and grammar and of sequences such as alphabetical or numeric as they apply to sorting, filing, and record keeping.

Skill in:

- organizational and time management;
- critical thinking.

Ability to:

- understand and utilize appropriate computer application software;
- establish credibility and integrity;
- prioritize workload;
- exercise proper judgment in varied situations;
- exercise extreme discretion and confidentiality in court and supervisory matters;
- effectively listen and successfully diffuse emotional situations;
- lift case files weighing between 40-50 pounds;
- review, evaluate, and analyze data from various sources;
- act independently and appropriately with limited instructions;
- work with figures and numbers;
- effectively manage highly stressful situations and remain calm;
- communicate in clear and concise manner both orally and in writing.

Education:

Bachelor's degree in court, public, or business administration or a related field.

Experience:

Five (5) years of experience as a Clerk of Court, Deputy Clerk of Court, Circuit Court Administrator, and/or progressive clerical work experience including supervisory experience; or an equivalent combination of related education and experience.