

**UNIFIED JUDICIAL SYSTEM
POSITION DESCRIPTION**

DEPUTY SUPREME COURT CLERK

CLASS CODE:99-51-64

POSITION PURPOSE

Provides administrative support to the Supreme Court by reviewing documents submitted to the Court, preparing drafts of legal documents and correspondence, maintaining records, preparing cost statements, and preparing and distributing opinions filed by the Court; and by performing general office functions to maintain the integrity of Court administrative processes.

DISTINGUISHING FEATURE

This position is distinguished by the accuracy and efficiency by which assigned duties are accomplished and the effective facilitation of administrative processes.

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. Reviews all new appeals, petitions, attorney discipline files and original proceedings to determine, if necessary, procedures and time schedules have been followed.
 - a. Prepares electronic record from the lower court file(s) upon a perfected notice of appeal; inventories and verifies physical exhibits from the appeal files and maintains a check out return system.
 - b. Requests circuit court records from court clerks' offices after briefing is complete in appeals; compiles updated e-records and places them on the ScClerkShare (Cloud) for attorneys, pro se parties to obtain the record by creating a protected password for the user; verifies and endorses contents; and docket files.
 - c. Screens incoming mail and appeal records, and files and docket incoming documents.
 - d. Reviews documents/pleadings for compliance with statutory requirements for form and timeliness for filing.
 - e. Advises submitting parties of requirements pursuant to statute and requests proper submittals.
 - f. Determines if appeals are timely, and all entities properly served.
 - g. Reviews pro se correspondence and responds accordingly.
 - h. Individually trains clerks and deputies via telephone or email in preparing and completing an electronic record.
 - i. Supervises court reporters in appellate transcript procedures.
 - j. Receipts money, opens and manages tills, reconciles till and prepares deposits; prepares end of the month reports, balances fees, prepares vouchers, issues check to the State Bar and the State Treasurer.
 - k. Proofs all opinions of the Court and prepares the necessary documents for each opinion.
 - l. Stays up to date on applicable South Dakota Codified Laws (SDCL) and requirements for filings.

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- m. Distributes Supreme Court rules, notices, hearings, administrative notices, emergency orders, and attorney disposition orders to State Bar ListServ and parties of record.
2. Maintains filing and information systems containing appeals that are filed on ready status, submitted to the court, and those in suspense.
 - a. Maintains status and progress record of active cases containing due dates for transcripts, appellants' briefs, appellees' briefs, and appellants' reply briefs; and an inventory of appeal records.
 - b. Notifies the Court of any cases subject to dismissal because of timeliness or abandonment.
 - c. Verifies documents and exhibits in the records including depositions and transcripts.
 - d. Closes files for microfilming; prints microfilmed documents upon request.
 - e. Maintains computer database of index to actions, basic correspondence, orders, and attorney admissions.
 - f. Distributes appellate briefs to legal research, Justices, and law clerks.
3. Prepares drafts of court documents and correspondence to support office functions.
 - a. Drafts orders of dismissal, rehearing denials, time extensions for filing briefs, attorney admission orders, writs and extraordinary orders, and show-cause orders.
 - b. Drafts correspondence to court clerks, attorneys, court reporters, and the public regarding appellate procedures.
 - c. Schedules cases for calendar by determining order of cases and preparing written notices of oral argument and those submitted in brief only to all counsels of record; and prepares calendar for the media and UJS web site.
 - d. Places reminder calls to counsel for oral arguments with proper instructions.
 - e. Assembles case information for drawing of cases and conducts case draws.
4. Prepares for and follows up on Supreme Court courtroom procedures to expedite court proceedings.
 - a. Sets up courtroom for oral argument terms; arranges courtroom security, manages travel accommodations; and maintains magnetometers, and hand-held metal detectors for traveling terms; assembles and disassembles magnetometers for Pierre courtroom and traveling terms.
 - b. Distributes opinions filed by the court and transmits records and opinions to trial courts, parties involved, court members, legal staff, law clerks, and the media.
 - c. Prepares summary disposition reports on expedited cases for court decision reporters.
 - d. Prepares judgment decisions, cost statements, and remittiturs when decisions, costs, and cases are finalized; receipts funds collected and remits them to the State Treasurer.
 - e. Compiles statistical data and prepares monthly reports of business for the court, calendar, and fiscal year reports and each case that is disposed.
 - f. Maintains UJS website compiling uploads for summary dispositions, court calendar, and rules hearings.
5. Facilitates processes to assist applicants for admission to South Dakota as attorneys.
 - a. Reviews paperwork submitted by applicants and contacts them if incomplete.
 - b. Prepares informational paperwork 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.

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- b. Composes monthly letter to South Dakota State Bar informing them of new attorneys.
 - c. Prepares certificates of good standing for attorneys.
 - d. Certifies and reviews legal intern and extern certifications approved by law school deans.
6. Performs general office duties as assigned to assist the supervisor.
- a. Maintains roll of attorneys and attorneys' files.
 - b. Maintains and prepares assignment list of each Justice and the voting records of the Justices on proposed opinions.
 - c. Assembles conference agendas, takes minutes and records votes at conferences held by Justices.
 - d. Answers the telephone and provides answers to routine questions or transfers calls to appropriate parties.
 - e. Manages office supplies as needed.
7. Performs other work as assigned.

SUPERVISORY FUNCTIONS

This position does not supervise staff.

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; 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 completing an extensive and diverse volume of work in an accurate and timely manner. This is challenging because documents must be filed according to statute in timeliness and form with correct fonts, margins, spacing, length, number of copies, etc.; and the incumbent must verify compliance and seek corrections from submitting parties. Further challenged to maintain familiarity and knowledge of SDCL and requirements for filings submitted to the Supreme Court.

Problems encountered include explaining the details of appellate procedures to those submitting appeals; 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.

DECISION-MAKING AUTHORITY

Decisions include whether pleadings are compliant for filing pursuant to statute; contacting clerks of court to obtain missing documentation, transcripts, exhibits, etc.; determining timeliness, due dates, and cases ready for submission to the Court; whether information is public or confidential; order of cases on the calendar; distribution of opinions and orders;

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determining if appeals are timely and properly served; prioritizing daily work; and matters dealing with set policy.

Decisions referred include interpretation of and changes in policies and procedures.

CONTACT WITH OTHERS and PURPOSE

Weekly contact with Justices and Circuit Judges regarding votes on proposed opinions; statewide court clerks, attorneys, and court reporters to discuss appellate procedures; the State Bar to obtain attorney information; law clerks for information on pending cases; secretaries and Justices regarding information on cases and opinions; the public to provide information on appellate procedures; and UJS IT staff about server limitations.

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;
- 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.

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Experience:

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