

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**COURT SUPPORT CLERK II - 1388**

**DEFINITION:**

Under general supervision, to perform specialized and complex clerical duties in the City Attorney's Office; to research complex criminal records regarding misdemeanor charges against defendants; to process more complicated legal documentation; to support a Deputy City Attorney in a court setting or to maintain a custody desk; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Researches and responds to complex requests for criminal background checks using the JURIS, SUN, and SDLaw systems;
- Supports Deputy City Attorneys in County court facilities by coordinating the transfer of documentation from other court support personnel;
- Researches and responds to correspondence from defendants using various law enforcement database systems;
- Assists in making determination as to defendant's ability to qualify for diversion programs;
- Coordinates transfers of cases to and from court and documents City Attorney case files with updated court dispositions;
- Issues subpoenas and other legal documents based on information provided by Deputy City Attorneys;
- Confers with court personnel on changes to the procedures for filing motions and appeals;
- Makes decisions regarding the release of defendants based on information provided by City and County legal staff and computerized research;
- Prioritizes work to meet time constraints with little or no input from supervisory personnel;
- Acts as a liaison between agencies;
- Performs other related clerical tasks.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of clerical experience, which must include one year in a legal environment locating, obtaining, and organizing case documents and related information for court, or

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

responding to requests for legal discoveries and case inquiries. Ability to type at a corrected speed of 30 net words per minute.