Supreme Court of Missouri
Classification Description

Classification Title:	Deputy Clerk II En Banc	**Org Chart Title**:	Deputy Clerk En Banc
Pay Range:		**Date:**	
FLSA Classification:	Non-Exempt	**Revised:**	October 2016

Definition of Work:

Highly responsible and varied clerical work involving the administration of the judicial process for appeals, motions, petitions for writ, applications for transfers and related case materials filed in the Supreme Court of Missouri. Work is performed independently and requires the exercise of judgment and discretion in making decisions. Work performance is reviewed through personal consultations, observation and results obtained.

Supervision Received:

Deputy Clerk II En Banc is supervised by the Director of the Court En Banc section.

Supervision Exercised:

None

Examples of Work Performed:

Responsible for addressing questions, providing instructions, reviewing electronic and hard copy documents to ensure/enforce compliance with the rules of the Court

Responsible for reviewing and answering correspondence to inmates and pro se individuals (including inactive attorneys) pertaining to the above-listed filings.
Reviews briefs, pleadings, petitions, and other filings for compliance with rules and whether filing deadlines are met, enters appropriate data into automated system, prepares for docketing and sends notices.

Assists with preparation of the court en banc's monthly conference agenda and assists in preparing conference minutes.

Responsible for drafting, preparation, and issuance of mandates and orders required for writs, motions, and disciplinary matters on an expedited basis and at the regular monthly hand down.

Serves as courtroom clerk on cases docketed for oral argument, and prepares and distributes related documents pertaining to said cases.

Responsible for preparation and certification of subpoenas.

Responsible for circulations and other communications with the Court, assignments of the Court, filing of all other documents, addressing questions regarding all other types of filings, drafting and issuance of all types of orders, entering conference data into Lotus Notes Database, preparing Court minutes, and other miscellaneous and sundry duties when necessary to help ensure the office runs smoothly and efficiently.

Knowledge, Skills and Abilities:

Must possess thorough knowledge of policies and procedures for the processing of cases over which the Supreme Court of Missouri has jurisdiction.

Considerable knowledge of the judicial process, and the rules and applicable statutes regarding Supreme Court proceedings.

Have advanced computer skills, ability to use Microsoft office products, State of Missouri eFiling system, ACS case management system and Lotus Notes.

Considerable knowledge of legal documents and terminology.

Ability to maintain a complex recordkeeping, filing and notification system.

Ability to understand and follow complex oral and written instructions.

Ability to establish and maintain effective working relationships with other employees, judges, attorneys, court officials and the public.

Required Minimum Education and Experience:

The following statement represents the minimum education and experience which will be used to determine qualifications of applicants, provided equivalent substitution may be considered in the case of deficiencies of either education or experience. Education above the minimum stated may be considered for substitution on a year-for-year basis for the required general experience; experience above the minimum stated may be considered for substitution on a year-for-year basis for the required education.)

High school diploma or equivalent and minimum of four years of progressively responsible experience in court or law related clerical work.