

**ENFIELD PROBATE COURT
820 ENFIELD STREET
ENFIELD, CT 06082
PHONE: 860-253-6305 FAX: 860-253-6388**

MEMORANDUM

DATE: 1/20/2010
TO: BUDGET COMMITTEE C/O PROBATE ADMINISTRATION
VIA FAX, 24 PAGES
FROM: LINDA CHRZANOWSKI, CLERK
RE: STAFF COMPENSATION

It is my understanding that the members of the Budget Committee are reviewing the staff compensation study for the purpose of implementing salary guidelines beginning in 2011. I offer the following as a result of extensive research completed in 2006, which I completed for the purpose of requesting a salary increase for myself.

I find that positions that share the greatest number of common duties to that of a probate clerk are Deputy Town Clerk, Town Attorney's Executive Secretary, Town Manager's Executive Secretary, Superior Court Administrative Clerk I and Administrative Clerk II, Superior Court Services Coordinator I and Services Coordinator II. Copies of the job descriptions for these positions are attached.

At the time of my research I used the salary levels as of 2005 and averaged those salaries to come up with what I thought was a reasonable salary for the position of Clerk. I have attached a copy of my salary research (Exhibit 1) for your review. The current salaries for some of the positions are noted in parentheses. I have not been able to determine the current salaries for the remaining positions. I can attest that it was particularly heartbreaking when I discovered in 2006 that a secretary with much less responsibility in her position was making over \$8,000 more per year than I was. Consequently, I believe the Committee should investigate salaries for like positions outside of the Probate Court system and compensate court staff similarly.

I urge the Committee to include a provision for an annual cost of living increase for each staff position, as well as a provision for performance increases as warranted.

Numerous times over my past 17 years of service have I heard it mentioned at Probate Assembly meetings that the Probate Court system could not survive without the clerks, but when it comes to compensation, it frequently seems that judges are not willing to "put their money where their mouth is." I am fortunate that Judge Warner has made every effort to compensate me at a level commensurate with my experience and expertise. I hope the Budget Committee will implement guidelines that provide the same consideration for all staff persons in the Probate Court system.

Thank you for your consideration.

EXHIBIT 1

	<u>WW</u>	<u>FT Assistants</u>	<u>PT Assistants</u>	<u>Salary 2005</u>	<u>Yrs. In Position</u>	
Probate Clerk/E. Hartford	3689	3	2	41,506.00	6	
Probate Clerk/Manchester	4515	2	2	45,304.00	19	
Probate Clerk/E. Windsor	2673	1	0	36,314.00	7	
Enfield Dpty. Town Clerk	n/a	4	2	45,677.00	7	} (49,932) } (44,368) } (46,350)
Enfield Town Atty. Secy.	n/a	n/a	n/a	41,418.00	?	
Enfield Town Mgr. Secy.	n/a	n/a	n/a	46,558.00	8.5	
SC/Admin. Clerk I	n/a	?	?	*39,064.00	n/a	
SC/Admin. Clerk II	n/a	?	?	*45,711.00	n/a	
SC/Admin. Svcs. Coord. I	n/a	?	?	*60,455.00	n/a	
SC/Admin. Svcs. Coord. II	n/a	?	?	*66,388.00	n/a	
*median average						
Probate Clerk/Enfield	2577	1	0	38,272.00	13.5	

PROBATE CLERK DUTIES

1. Record the doings of the court
2. Receive and file papers
3. Have custody of the court files and records
4. Keep the court's seal
5. Certify court records and files
6. Make up, amend and complete any imperfect or unfinished record
7. Make records of all proceedings required to be recorded
8. Shall have the same powers as chief clerks of the superior court for the purpose of certifying to the authority of any judge
9. Sign any process or other document requiring the signature of the clerk for the court location for which he is appointed
10. Notify counsel, in writing, of the decision, order, decree, denial or ruling of the court
11. Keep a general index of the records of all estates which have been or are pending
12. Make orders of notice of hearing
13. Prepare drafts of court orders under the direction of the judge
14. Request that the Probate Court Administrator cite a judge from another district to serve as acting judge
15. Adjourn a hearing if the judge is not present at the assigned time
16. Administer oaths
17. Acknowledgement of any instrument in this state
18. Open mail, pull files for insertion of mail and take appropriate action
19. Enter applications received on a tally sheet for the Probate Administrator's statistical report
20. Clip legal notices from the newspaper and file in appropriate files
21. Process passport applications
22. Transmit appropriate documents to the Department of Revenue Services, Department of Administrative Services and Probate Court Administrator's office
23. Maintain bookkeeping records of accounts receivable, accounts payable, cash disbursements, cash receipts, bank deposits, payroll records and health insurance payments
24. Maintain a forms supply
25. Maintain and order office supplies and execute purchase orders
26. Maintain a tickler file
27. Keep informed of statutory changes and recommended procedures in various probate proceedings.
28. Prepare retirement contribution reports for judges and clerks, withholding tax and social security returns, unemployment compensation returns, Judge's quarterly assessment payments, Judge's annual income report and Judge's report concerning estate tax returns
29. Assist the public both over the counter and by phone by giving and securing information, requiring some degree of interpretation and explanation
30. Supervise and instruct subordinates in routine clerical tasks and to check to see that tasks are completed in accordance with instructions
31. Be proficient with computer applications, such as data entry, word processing, payroll software and electronic communications.

**TOWN OF ENFIELD
JOB DESCRIPTION****TOWN CLERK
DEPUTY TOWN CLERK**

GENERAL STATEMENT OF DUTIES: Responsible for the daily business transacted in the Office of the Town Clerk. Assistant Registrar of Vital Statistics. Assists the Town Clerk in the performance of clerical, secretarial and general office work. Acts as Town Clerk in Town Clerk's absence.

SUPERVISION RECEIVED: Under the general supervision of the Town Clerk.

SUPERVISION EXERCISED: Supervises and trains staff as assigned.

Salary: \$45,677.

ESSENTIAL JOB FUNCTIONS: Regular and punctual attendance; clerk of the Council in the absence of the Town Clerk; gives legal signatures and administers oaths as Deputy Town Clerk, Assistant Registrar of Vital Statistics, and in voter registration; assists the public both over the counter and by phone by giving and securing information requiring some degree of interpretation and explanation; coordinates and directs the maintenance and/or issuance of land records, vital records, permits, licenses, minutes and agendas of Boards and Commissions, veteran records, legal opinions, appointments and resignations, the Officials' Book, yearly calendar of meeting dates, legal notices, election information, ordinances, writs and claims, conveyance tax returns, daily summary sheets, computer data, etc.; indexes Town Council minutes; submits weekly payroll data; executes purchase orders as required; assists in the operation of Town and State elections; types correspondence as required by the Town Clerk.

OTHER JOB FUNCTIONS: performs related work as required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear; balance, stoop, reach with hands and arms, walk, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms, and kneel. The employee is occasionally required to crouch and stand.

Hand-eye coordination necessary for operation of computer and various office equipment.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to concentrate on fine detail with some interruption. Needs to attend to task/function for more than 60 minutes at a time. Able to understand and relate to specific ideas, generally several at a time and to understand and relate to theories behind several related concepts. Able to remember task/assignment given to self and others over long periods of time.

The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of office practices; ability to make routine decisions as to choice of standard office practice to be utilized in carrying out clerical assignments; considerable ability to make arithmetic computations; ability to comprehend and maintain complex written records; ability to follow complex written and oral instructions; ability to deal with the public and associates in a courteous manner;

Deputy Town Clerk

ability to instruct subordinates in routine clerical tasks and to check to see that tasks are completed in accordance with instructions. Proficiency with computer applications, such as data entry, word processing and electronic communications.

EXPERIENCE AND TRAINING: Graduation from high school or possession of high school equivalency diploma (GED) and a minimum of six (6) years employment in clerical work, two (2) years of which shall be at a supervisory level. Any equivalent combination of experience and education. Must be bondable in the State of Connecticut.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position.

Revised: 2-1-99

Linda - let me know if you need anything else - Vick

\$43,624 - \$56,617

ADMINISTRATIVE ASSISTANT

UNCLASSIFIED
CLASS CODE: 9462; 7279
EEO CATEGORY: 6

S.G. JE/JZ 17
B.U. 41/43
EFFECTIVE DATE
March 11, 2005

DIVISION: Branch-wide

CLASS DEFINITION:

This class is accountable for independently supervising administrative support or Courtroom Clerk staff or for performing advanced administrative support or complex technical support tasks at a paraprofessional level in a judicial service environment.

GUIDELINES FOR CLASS USE:

This class represents the highest level of administrative support positions in the bargaining unit. The class has four distinct uses:

Administrative Assistant (advanced technical or administrative support, or supervision of specialized administrative support services);

Assistant Juvenile Matters Clerk

Clerical Supervisor

Courtroom Clerk II (for 65% or more of their time, performs as advanced Courtroom Clerk or Supervising Courtroom Clerk);

In the Administrative Assistant uses of the class, positions serve in a paraprofessional role in complex, specialized or technical administrative support functions. For example, this may include paraprofessional practice of technical work in such areas as telecommunications or the supervision of complex accounting support work or the most complex and involved assignments of court support services.

In the Assistant Juvenile Matters Clerk use of the class, positions perform complex juvenile case file management in conditions of strict confidentiality including serving as Courtroom Clerk in juvenile matters.

In the Clerical Supervisor use of class, positions function as full time supervisors of an administrative support staff typically consisting of Office Clerks and Administrative Clerks I.

In the Courtroom Clerk II uses of class, incumbents are required to directly supervise or to serve as strong lead for other Courtroom Clerks including providing their training and daily work assignments, but not performance review. In jurisdictions having only one Courtroom Clerk, incumbents may serve as lead person for other court services staff members. In either case, incumbents are required to perform at an advanced level of competence in courtroom clerk assignments including serving judges in highly complex and involved cases.

Advancement to this class is not automatic. The class is intended to afford career progress opportunities both in administrative support services and in courtroom clerk occupations but is

ADMINISTRATIVE ASSISTANT

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limited to well-qualified and proven incumbents in their respective fields of work and appointment must be based on demonstrated need for such positions.

SUPERVISION RECEIVED: Works under the general supervision of an employee of higher grade.

SUPERVISION EXERCISED: May supervise lower level staff as assigned, including providing training, making work assignments and reviewing completed work for accuracy.

EXAMPLES OF DUTIES:

Administrative Assistant uses:

Supervises assigned staff in performing such work as: data terminal operation, court data management including data organization and retrieval, and production of finished data records; preparation and maintenance of case files and information for presentation in court; assisting clients, attorneys, pro se parties and members of the public in completing procedural papers and by explaining court procedures and court-ordered conditions of compliance; preparing documents such as reports, correspondence, notifications to parties, records and activity logs; performing such clerical work as typing, filing and general office support. Incumbents may supervise staff in posting, compiling and reconciling accounting support data such as accounts payable, receivable and payroll processing.

Positions may be assigned to perform specialized or technical work such as: planning, scheduling and overseeing the installation of telecommunications systems; assisting in the administration of Branch-wide purchasing; overseeing the management of complex and sensitive case files, including reviewing file content for completeness and providing instruction to support staff in proper case file development for the courts.

Assistant Juvenile Matters Clerk uses:

Maintains court dockets and diaries of hearing assignments and case reviews; records judgments, orders and other file entries; coordinates and arranges appointments of counsel and referral for various professional services; executes and coordinates proper service of notice, summons and subpoena, including notice by publication and registered mail; reviews billings for accuracy and arranges for the payment of fees; provides for the orderly assignment of all cases for appropriate court hearing and assures that all files are prepared for hearing; provides or oversees all statistical reporting, bookkeeping, supply requisitioning, court attendance, execution of legal or court documents and file maintenance; may act for the Juvenile Matters Clerk during absences; may supervise assigned staff as designated by the Clerk or in the absence of the Clerk; may perform duties outlined in the Courtroom Clerk job description; performs related duties as required.

ADMINISTRATIVE ASSISTANT

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Clerical Supervisor uses:

Supervises clerical staff; trains assigned staff members; assigns and reviews work for accuracy and timely completion; determines work priorities; may establish record keeping systems; provides input to staff performance reviews; analyzes and revises office procedures; coordinates workflow with staff and related work units; may serve as courtroom clerk; provides recommendations regarding administrative policies and procedures; types or word processes a variety of correspondence and reports, many of which involve confidential information; may receive and record revenues and fees; may prepare financial and budget reports; maintains inventory control and maintenance schedules for office equipment; performs other related duties as required.

Courtroom Clerk 2 uses:

Supervises the work of Courtroom Clerks I including training, making work assignments and scheduling courtroom service. Performs courtroom clerk service in assigned courtrooms including assembling case documents, reviewing documents for completeness and in accordance with the preferences of judges; assisting judges at court in the flow of documents, properly recording motions and orders, recording and safekeeping exhibits; swearing those who provide testimony in court; and assuring the proper completion of documents resulting from judges' orders. As advanced Courtroom Clerks, incumbents typically are called upon to serve as courtroom clerk for involved, complex or sensitive trials and hearings.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS AND ABILITIES:

Advanced knowledge of office administration and court support operations procedures; considerable interpersonal skills; considerable oral and written communication skills; ability to operate personal computers to enter, organize, store and retrieve data and to produce complex written reports and records; ability to conduct interviews and to record and verify information; ability to assist general public in procedural matters related to court support operations; ability to supervise and provide work direction to staff members; ability to instruct, train and evaluate staff members in assigned work duties.

EXPERIENCE AND TRAINING:

General Experience: Five years of experience in administrative support, accounting support, or court support work.

Substitutions Allowed: College training may substitute for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of two years for an Associate's degree.

SPECIAL REQUIREMENTS:

Incumbents may be required to travel in the course of their daily work.

534,383 - 543,744

ADMINISTRATIVE CLERK I

UNCLASSIFIED

CLASS CODE: 9762; 9447

EEO CATEGORY: 6

S.G. JE/JZ 12

B.U. 41/43

EFFECTIVE DATE

March 11, 2005

DIVISION: Branch-wide

CLASS DEFINITION:

This class is accountable for independently performing a broad range of tasks at a trained and basically-skilled level in such functions as operation of data entry equipment, word processing, document processing, public service and general office support in a judicial service environment.

GUIDELINES FOR CLASS USE:

This class consolidates the working titles of: Administrative Clerk; Court Services Clerk; and Data Terminal Operator. Positions allocated to this class may serve several functions in support of the Branch's courts, including data terminal operation, court services tasks, preparation of case files for court, meeting and assisting attorneys and the public with procedural matters, receiving and accounting for cash and, in some cases, serving as intermittent or occasional courtroom clerk. The class is distinguished from Administrative Clerk II in that the Administrative Clerk II class is recognized as an advanced journey level class in which strong administrative skills are required, where job components involve substantial complexity and in which incumbents may be expected to serve as lead people of from three to five other staff members. Advancement from Administrative Clerk I to the Administrative Clerk II level is not automatic but is available to incumbents in the Administrative Clerk I class after strong performance of three years coupled with the administrative need for advanced administrative support and/or lead position.

SUPERVISION RECEIVED: Works under the general supervision of an employee of higher grade.

EXAMPLES OF DUTIES:

Opens case files; prepares logs of cases; sends notices of judgments and court orders; schedules hearings and other court procedures; operates a data terminal or personal computer to record court related information and to prepare court files and papers required for court proceedings; receives, transmits, corrects, updates and retrieves court related information; organizes and prepares documents and records for processing and distribution; maintains files of source documents; maintains court calendars; meets and greets the public at a public service counter including reception, receiving, receipting and accounting for cash payments, assisting the public in completing and filing documents; performs telephone reception including providing general information to the public as authorized; prepares a variety of word-processed or typewritten materials; may prepare bank deposits and perform other routine bookkeeping tasks; may assist in training co-workers and answering their routine procedural questions; may serve when needed and on an intermittent basis as courtroom clerk; performs other duties as required.

ADMINISTRATIVE CLERK I

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MINIMUM QUALIFICATIONS:

General Experience: Two years of clerical experience. May be required to demonstrate proficiency in word processing, data terminal operation or other related skills.

Substitution Allowed: Two years of clerical experience at or above the level of Office Clerk may be substituted for the General Experience.

An incumbent classified as Office Clerk shall be advanced to Administrative Clerk I upon completion of two years in the Office Clerk class with satisfactory demonstration of required skills and abilities and a service rating of satisfactory or better.

\$ 39,657 - \$ 51,770

ADMINISTRATIVE CLERK II**UNCLASSIFIED****CLASS CODE:****EEO CATEGORY: 6****S.G. JE/JZ 15****B.U. 41/43****EFFECTIVE DATE****March 11, 2005****DIVISION: Branch-wide****CLASS DEFINITION:**

This class is accountable for independently performing a broad range of administrative support tasks at an advanced and highly-skilled level in such functions as operating and leading the operation of data entry equipment, word processing, document processing, court data management, court services and secretarial support in a judicial service environment.

GUIDELINES FOR CLASS USE:

This class incorporates the advanced journey level of administrative support positions in court administrative services where job components involve substantial complexity, requiring strong administrative skills and where incumbents may be expected to serve as lead people. Typical job assignments complex secretarial assignments particularly if they involve serving in a lead capacity. This class consolidates the working titles of: Secretary I and Data Terminal Supervisor. In those instances where positions presently carrying the title of Secretary are assigned duties encompassed by the Guidelines for Class Use, they may be allocated to this class.

The class is intended to afford a career pathway for administrative support staff members who choose not to enter the Courtroom Clerk career pathway. The class is available to those Administrative Clerks I whose work clearly requires an advanced level of skill, ability and responsibility and may require the incumbent to serve as lead person.

Task assignments may include a broad range of administrative support work including data terminal operation, but may also include those positions serving as Data Terminal Supervisors with the understanding that in typical settings, those Supervisors perform several administrative support functions in addition to data terminal operation. Data Terminal Supervisor positions fit this class when their duties involve the most complex of court data management and when those positions require serving as lead person for a staff of from three to five Administrative Clerk I's. (Full supervisors of large groups of six or more Administrative Clerk I's may qualify as Administrative Assistant.)

Advancement to this class is not automatic. It is available to incumbents in Administrative Clerk I positions after strong performance of three years coupled with legitimate organizational need for advanced administrative support and/or lead positions. Appointment as a lead person will be considered according to the numbers of staff requiring the assistance of a lead person for training, instruction and work direction.

ADMINISTRATIVE CLERK II

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SUPERVISION RECEIVED: Works under the general supervision of an employee of higher grade.

SUPERVISION EXERCISED: May lead other assigned staff members, including assisting in their training, making work assignments and reviewing completed work for accuracy.

EXAMPLES OF DUTIES:

Performs advanced administrative support services and may oversee and lead others in such areas as: court data management; data terminal operation, including data entry, data organization and retrieval, and production of finished data records; interviewing clients; compiling and documenting information about clients and about new or pending court matters; assisting clients, attorneys, pro se parties and members of the public in completing procedural papers and to explain court procedures and court ordered conditions of compliance; preparing case information, case records and files for court presentation; preparing documents such as reports, correspondence, notifications to parties, records and activity logs; performing such secretarial work as word processing or typing documents, correspondence and reports; filing and general office support; may plan and assign work to staff members including setting or assisting in setting production schedules; may train assigned staff; may review the work of assigned staff for accuracy and quantity; performing related duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED**KNOWLEDGE, SKILLS AND ABILITIES:**

Substantial knowledge of office administration and court support operations; interpersonal skills; oral and written communication skills; ability to operate data terminals and personal computers to enter, organize, store and retrieve data; ability to conduct interviews and to record and verify information; interpersonal skills; oral and written communication skills; ability to assist general public in procedural matters related to court support operations; ability to oversee and provide work direction to staff members; ability to instruct, train and evaluate staff members in assigned work duties; ability to prepare documents, correspondence and reports using word processing equipment and software.

EXPERIENCE AND TRAINING:

General Experience: Three years of experience in secretarial, clerical, data terminal operation or court support work in a criminal justice or related field at the level of Administrative Clerk I. Three years of continuously satisfactory performance in the Administrative Clerk I class may substitute for the general experience, but advancement is not automatic and is based on clear organizational need for advanced administrative support and/or lead position.

Substitutions Allowed: College training may substitute for the General Experience on the basis of fifteen semester hours equaling one-half year of experience.

SPECIAL REQUIREMENTS:

Incumbents may be required to travel in the course of their daily work.

348,870 - 317,040

ADMINISTRATIVE SERVICES COORDINATOR I**UNCLASSIFIED****CLASS CODE:****EEO CATEGORY: 2****S.G. JE 22****B.U. 41****Effective Date****DIVISION:** Branch-wide**CLASS DEFINITION:** This class is accountable for assisting in the management of a division's administrative functions.**SUPERVISION RECEIVED:** Receives general supervision from an employee of higher grade.**EXAMPLES OF DUTIES:** Assists in performing a variety of professional administrative and business management functions; assists in budget preparation by compiling and consolidating data and projecting expenditures; maintains budget control by reviewing and authorizing expenditures and monitoring expenditures against appropriations and allotments; analyzes and approves purchase requests for goods, services, and equipment; assists with the preparation of various financial statements and reports; may assist in the formulation and implementation of policies, procedures, and programs; may advise field offices on division and Judicial Branch policies and procedures; acts as a liaison with other operating units, agencies, and outside officials regarding fiscal/administrative matters; assists in the preparation and processing of personnel forms and other divisional human resource functions; may assist in analyzing staffing requirements and work schedules in field offices and may authorize schedules, shift changes, and overtime; assists with the development and maintenance of operating manuals for systems and procedures; may assist in preparing and conducting training for employees; may participate in the selection process for new employees; performs related duties as required.**MINIMUM QUALIFICATIONS REQUIRED****KNOWLEDGE, SKILL AND ABILITY:**

Knowledge of the principles and practices of public administration; knowledge of financial record keeping and budget preparation; knowledge of personnel and purchasing practices and procedures; considerable interpersonal skills; considerable oral and written communication skills; analytical and organizational skills; ability to prepare and analyze financial documents and reports; computer skills.

EXPERIENCE AND TRAINING:

General Experience: Five years of experience in a combination of fiscal/administrative functions (e.g., accounting, budget management, personnel, purchasing, or related business management functions).

ADMINISTRATIVE SERVICES COORDINATOR I

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Substitutions Allowed:

- 1) College training may be substituted for the General Experience on the basis of fifteen semester hours equalling one-half year of experience to a maximum of four years for a Bachelor's degree.
- 2) A Master's degree in a related field or a law degree may be substituted for the General Experience.

SPECIAL REQUIREMENT: Candidates must possess a valid Connecticut motor vehicle operator's license.

This replaces the existing specification for the same class in Salary Group JE 24 approved effective December 5, 1989.

\$53,640 - \$ 79,136

ADMINISTRATIVE SERVICES COORDINATOR II

UNCLASSIFIED
CLASS CODE: 9630
EEO CATEGORY: 2

S.G. JE 24
B.U. 41
Effective Date

DIVISION: Branch-wide

CLASS DEFINITION: This class is accountable for assisting in the management of a division's administrative functions and performing a full range of professional fiscal and administrative tasks.

SUPERVISION RECEIVED: Receives general supervision from an employee of higher grade.

EXAMPLES OF DUTIES: Performs a variety of professional administrative and business management functions; compiles and consolidates budget data and projects expenditures; maintains budget control by reviewing and authorizing expenditures and monitoring expenditures against appropriations and allotments; analyzes and approves purchase requests for goods, services, and equipment; prepares various financial statements and reports; formulates and implements policies, procedures, and programs; advises field offices on division and Judicial Branch policies and procedures; acts as a liaison with other operating units, agencies, and outside officials regarding fiscal/administrative matters; performs or oversees divisional human resource functions such as recruitment, training, etc.; analyzes staffing requirements and work schedules in field offices and authorizes schedules, shift changes, and overtime; develops and maintains operating manuals for systems and procedures; develops and conducts training for employees; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED**KNOWLEDGE, SKILL AND ABILITY:**

Knowledge of the principles and practices of public administration; knowledge of financial record keeping and budget preparation; knowledge of personnel and purchasing practices and procedures; considerable interpersonal skills; considerable oral and written communication skills; considerable analytical and organizational skills; considerable ability to prepare and analyze financial documents and reports; computer skills.

EXPERIENCE AND TRAINING:

General Experience: Six years of experience in a combination of fiscal/administrative functions (e.g., accounting, budget management, personnel, purchasing, or related business management functions).

ADMINISTRATIVE SERVICES COORDINATOR II

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Substitutions Allowed:

- 1) College training may be substituted for the General Experience on the basis of fifteen semester hours equalling one-half year of experience to a maximum of four years for a Bachelor's degree.
- 2) A Master's degree in a related field or a law degree may be substituted for one additional year of the General Experience.

SPECIAL REQUIREMENT: Candidates must possess a valid Connecticut motor vehicle operator's license.

This replaces the existing specification for Administrative Services Coordinator in the same salary group approved effective June 9, 1992.

small JD \$ 86,487 - \$ 129,045
 large JD \$ 92,457 = \$ 134,248

JUDICIAL DISTRICT CHIEF CLERK

UNCLASSIFIED

CLASS CODE: 7298;7299

EEO CATEGORY: 1

S.G. JE 36/37

B.U. 41

EFFECTIVE DATE

April 11, 2001

DIVISION: Superior Court

CLASS DEFINITION: This class is accountable for directing, managing, supervising, and administering all Superior Court Operations functions within a Judicial District and for directing the daily operations of a Judicial District Chief Clerk's Office in accordance with established Court Operations' policies and procedures.

SUPERVISION RECEIVED: Receives supervision from the Administrative Judge and receives administrative direction from the Director of Court Operations.

SUPERVISION EXERCISED: Directs managerial, professional, clerical, and staff in the assigned Superior Court Judicial District, Judicial District Clerk's office and other offices in the district.

EXAMPLE OF DUTIES: Directs and coordinates activities of the Judicial District, geographic area, juvenile matters, and housing clerks' offices, caseload coordinator, the official court reporter and such other staff as assigned; directs the staff and operations of a JD Clerk's office, which is responsible for processing civil, criminal, and family cases in compliance with case law, statutes, and rules of practice; coordinates, plans, and manages JD and office systems and activities with established Court Operation's and other Judicial Branch policies and procedures; directs caseload activities; formulates office goals and objectives; establishes and maintains policies and procedures to ensure compliance with statutes, case law, and rules of practice; establishes procedures for juror management; directs and establishes work flow plans; interprets and administers pertinent laws, statutes, and rules of practice; conducts performance evaluations; provides staff training and assistance; maintains contacts with individuals both within and outside of the Judicial Branch who might impact court activities; provides technical and consultative assistance to attorneys and pro se parties regarding legal or procedural matters; acts as trustee of court funds; prepares and maintains financial records and oversees financial matters for the clerks' offices; under the direction of the Administrative Judge, coordinates the use of court facilities; analyzes the effectiveness of caseload programs; may supervise the maintenance and security of court facilities; provides information and reports as required; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of court operations and administration; considerable knowledge of law and legal process, legal principles, and practice; considerable knowledge of relevant policies, procedures and operating systems; considerable knowledge of and ability to interpret and apply relevant state and federal laws and rules of practice; considerable knowledge of and ability to apply management principles and techniques; considerable interpersonal skills; considerable oral and written communication skills; computer skills; considerable problem solving ability.

JUDICIAL DISTRICT CHIEF CLERK
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EXPERIENCE AND TRAINING:

General Experience: Membership in the Connecticut Bar and four years of professional administrative and supervisory experience.

Note: Professional experience will be interpreted as work which requires knowledge of technical principles and practices of administration and requiring independent judgement and analysis in their application.

\$ 74,300 - \$ 110,462

DEPUTY CHIEF CLERK I FOR GEOGRAPHICAL AREA MATTERS**UNCLASSIFIED**
CLASS CODE: 9929
REQ CATEGORY: 1**S.G. JE 32**
B.U. 41
EFFECTIVE DATE
April 11, 2001**DIVISION:** Superior Court**CLASS DEFINITION:** This class is accountable for directing the daily operations of the Clerk's Office in a low-to-moderate volume geographical area in accordance with established Court Operations' policies and procedures.**GUIDELINES FOR CLASS USE:** Assignment of geographic area clerks to low/moderate or high volume designations will be determined by the Chief Court Administrator based on recommendations from the Executive Director of Operations, Superior Court.**SUPERVISION RECEIVED:** Receives supervision from the Judicial District Chief Clerk and receives administrative direction from the Director of Court Operations or designee(s).**SUPERVISION EXERCISED:** Directs office staff, including Deputy Clerks, Courtroom Clerks, clerical, and other staff as assigned.**EXAMPLES OF DUTIES:** Directs the staff and operations of the Geographical Area Clerk's Office which is responsible for processing criminal, motor vehicle, civil, and small claims cases; coordinates, plans, and manages office activities in accordance with established Court Operation's and other Judicial Branch policies; directs caseload activities; formulates office goals and objectives; establishes office policies and procedures for review of motions, orders, judgments, and other court matters to ensure compliance with statutes, case law, and rules of practice; establishes procedures for juror management; directs and establishes work flow plans for all case processing, accounting, bookkeeping, record keeping, and data processing staff; interprets and administers pertinent laws, statutes, and rules of practice; conducts performance evaluations; provides staff training and assistance; maintains contacts with individuals both within and outside of the Judicial Branch who might impact on office activities; provides technical and consultative assistance to attorneys and pro se parties regarding legal or procedural matters; acts as trustee of court funds and is responsible for maintaining financial records, balancing accounts, preparing financial statements and reports, ensuring the proper receipt and deposit of all court funds, and reviewing audit reports, bills, and invoices for payment; prepares statistical, financial, and other reports and correspondence as necessary for planning, budgeting, or expenditure monitoring; performs related duties as required.**MINIMUM QUALIFICATIONS REQUIRED****KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of the policies, procedures, and operating systems of a clerk's office; considerable knowledge of and ability to interpret and apply relevant state and federal laws and rules of practice; knowledge of and ability to apply management principles and techniques; considerable interpersonal skills; considerable oral and written communication skills; computer skills.

DEPUTY CHIEF CLERK I FOR GEOGRAPHICAL AREA MATTERS
Page 2

EXPERIENCE AND TRAINING:

General Experience: A law degree and three years of professional administrative and supervisory experience.

Note: Professional experience will be interpreted as work which requires knowledge of technical principles and practices of administration and requiring independent judgment and analysis in their application.

Substitutions Allowed:

- 1) A Master's degree in Public Administration or a related field and three years of administrative or supervisory experience in court administration may be substituted for the General Experience.
- 2) Three years of experience as a manager in court administration or as a Deputy Clerk, Geographical Area may be substituted for the General Experience.

This replaces the specification for Geographical Area Clerk I in the same salary group approved effective June 17, 1996. (supervision received)

A 77,557 - A 114,798

DEPUTY CHIEF CLERK II FOR GEOGRAPHICAL AREA MATTERS

UNCLASSIFIED
CLASS CODE: 9930
EEO CATEGORY: 1

S.G. JE 33
B.U. 41
EFFECTIVE DATE
April 11, 2001

DIVISION: Superior Court

CLASS DEFINITION: This class is accountable for directing the daily operations of the Clerk's Office in one of the following types of geographical areas in accordance with established Court Operations' policies and procedures:

- 1) In a high volume geographical area, or
- 2) In a low to moderate volume geographical area with the additional responsibility for Part A criminal matters.

GUIDELINES FOR CLASS USE: Assignment of geographic area clerks to low/moderate or high volume designations will be determined by the Chief Court Administrator based on recommendations from the Executive Director of Operations, Superior Court.

SUPERVISION RECEIVED: Receives supervision from the Judicial District Chief Clerk and receives administrative direction from the Director of Court Operations or designee(s).

SUPERVISION EXERCISED: Directs office staff, including Deputy Clerks, Courtroom Clerks, clerical, and other staff as assigned.

EXAMPLES OF DUTIES: Directs the staff and operations of the Geographical Area Clerk's Office which is responsible for processing Part A and B criminal matters, motor vehicle, civil, and small claims cases; coordinates, plans, and manages office activities in accordance with established Court Operation's and other Judicial Branch policies; directs caseload activities; formulates office goals and objectives; establishes office policies and procedures for review of proposed motions, orders, judgments, and other court matters and outcomes to ensure compliance with statutes, case law, and rules of practice; establishes procedures for juror management; directs and establishes work flow plans for all case processing, accounting, bookkeeping, record keeping, and data processing staff; interprets and administers pertinent laws, statutes, and rules of practice; conducts performance evaluations; provides staff training and assistance; maintains contacts with individuals both within and outside of the Branch who might impact on office activities; provides technical and consultative assistance to attorneys and pro se parties regarding legal or procedural matters; may be required to testify on court related matters; acts as trustee of court funds and is responsible for maintaining financial records, balancing accounts, preparing financial statements and reports, ensuring the proper receipt and deposit of all court funds, and reviewing audit reports, bills, and invoices for payment; prepares statistical, financial, and other reports and correspondence as necessary for planning, budgeting, or expenditure monitoring; performs related duties as required.

DEPUTY CHIEF CLERK II FOR GEOGRAPHICAL AREA MATTERS

Page 2

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of the policies, procedures, and operating systems of a clerk's office; considerable knowledge of and ability to interpret and apply relevant state and federal laws and rules of practice; knowledge of and ability to apply management principles and techniques; considerable interpersonal skills; considerable oral and written communication skills; computer skills.

EXPERIENCE AND TRAINING:

General Experience: A law degree and three years of professional administrative and supervisory experience.

Note: Professional experience will be interpreted as work which is predominantly intellectual and varied in character, involves the consistent exercise of discretion and judgment, is of such a character that the output produced or the result accomplished cannot be standardized in relation to a given period of time, and requires knowledge of a type normally gained through formal education/training procedures.

Substitutions Allowed:

- 1) A Master's degree in Public Administration or a related field and three years of administrative or supervisory experience in court administration may be substituted for the General Experience.
- 2) Three years of experience as a manager in court administration or as a Deputy Clerk, Geographical Area may be substituted for the General Experience.

This replaces the specification for Geographical Area Clerk II in the same salary group approved effective June 17, 1996. (supervision received)

\$ 85,481 - \$ 129,045

DEPUTY CHIEF CLERK III FOR GEOGRAPHICAL AREA MATTERS

UNCLASSIFIED
CLASS CODE: 9930
EEO CATEGORY: 1

S.G. JE 36
B.U. 41
EFFECTIVE DATE
April 11, 2001

DIVISION: Superior Court

CLASS DEFINITION: This class is accountable for directing the daily operations of the Clerk's Office in a high volume geographical area, including responsibility for Part A criminal matters, in accordance with established Court Operations' policies and procedures.

GUIDELINES FOR CLASS USE: Assignment of geographic area clerks to low/moderate or high volume designations will be determined by the Chief Court Administrator based on recommendations from the Executive Director of Operations, Superior Court.

SUPERVISION RECEIVED: Receives supervision from the Judicial District Chief Clerk and receives administrative direction from the Director of Court Operations or designee(s).

SUPERVISION EXERCISED: Directs office staff, including Deputy Clerks, Courtroom Clerks, clerical, and other staff as assigned.

EXAMPLES OF DUTIES: Directs the staff and operations of the Geographical Area Clerk's Office which is responsible for processing Part A and B criminal matters, motor vehicle, civil, and small claims cases; coordinates, plans, and manages office activities in accordance with established Court Operation's and other Judicial Branch policies; directs caseload activities; formulates office goals and objectives; establishes office policies and procedures for review of proposed motions, orders, judgments, and other court matters and outcomes to ensure compliance with statutes, case law, and rules of practice; establishes procedures for juror management; directs and establishes work flow plans for all case processing, accounting, bookkeeping, record keeping, and data processing staff; interprets and administers pertinent laws, statutes, and rules of practice; conducts performance evaluations; provides staff training and assistance; maintains contacts with individuals both within and outside of the Branch who might impact on office activities; provides technical and consultative assistance to attorneys and pro se parties regarding legal or procedural matters; may be required to testify on court related matters; acts as trustee of court funds and is responsible for maintaining financial records, balancing accounts, preparing financial statements and reports, ensuring the proper receipt and deposit of all court funds, and reviewing audit reports, bills, and invoices for payment; oversees the receipt, storage, and disposition of seized property; prepares statistical, financial, and other reports and correspondence as necessary for planning, budgeting, or expenditure monitoring; performs related duties as required.

DEPUTY CHIEF CLERK III FOR GEOGRAPHICAL AREA MATTERS

Page 2

MINIMUM QUALIFICATIONS REQUIRED**KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of the policies, procedures, and operating systems of a clerk's office; considerable knowledge of and ability to interpret and apply relevant state and federal laws and rules of practice; knowledge of and ability to apply management principles and techniques; considerable interpersonal skills; considerable oral and written communication skills; computer skills.

EXPERIENCE AND TRAINING:

General Experience: A law degree and four years of professional administrative and supervisory experience.

Note: Professional experience will be interpreted as work which is predominantly intellectual and varied in character, involves the consistent exercise of discretion and judgment, is of such a character that the output produced or the result accomplished cannot be standardized in relation to a given period of time, and requires knowledge of a type normally gained through formal education/training procedures.

Substitutions Allowed:

- 1) A Master's degree in Public Administration or a related field and four years of administrative or supervisory experience in court administration may be substituted for the General Experience.
- 2) Four years of experience as a manager in court administration or as a Deputy Clerk, Geographical Area may be substituted for the General Experience.
- 3) One year of experience as a Geographical Area Clerk I or II may be substituted for the General Experience.

This replaces the specification for Geographical Area Clerk III in the same salary group approved effective June 17, 1996. (supervision received)