



Clerk of Court Career Brief

BACJ-related certificates and concentrations: Either Law Enforcement or Victimology certificates/concentrations may benefit this career

BACJ-related courses:

- CRJU 3420 - Pleas, Trials and Sentences (3 Credits)
- CRJU 4044 - Courts and Judicial Process (3 Credits)
- CRJU 4100 - Administration of Criminal Justice (3 Credits)
- CRJU 4120 - Race, Class, and Justice (3 Credits)
- CRJU 4121 - Ethics in Criminal Justice (3 Credits)
- CRJU 4410 - Criminal Law and Constitutional Procedures (3 Credits)
- CRJU 4430 - Law and Society (3 Credits)
- CRJU 4440 - Courts and Social Policy (3 Credits)

Complementary/recommended minors: Spanish, Foreign Languages, Psychology, Sociology, Finance, Business, English Writing, Communication, Law Studies

Recommended extracurricular activities and experiences: Alpha Phi Sigma Criminal Justice Honor Society, study abroad, other community involvement and equity, diversity and inclusion (EDI) experiences such as a student association or club, volunteering in the community, or other experiences that expose you to communities and cultivate a service-minded perspective.

Internship: An internship within a court or the state judicial offices may be beneficial.

Duties and Responsibilities: As indicated by the Colorado Judicial Branch: Clerk of Court will spend 80% of their time within an office managing a caseload. The clerk of court establishes expectations and provides employee performance feedback on an ongoing and annual basis. Assists subordinates in establishing goals and evaluates subordinates' goal achievement through conferences or informal meetings. Recommends subordinate's completion, extension, or termination of employment after the probationary/trial period. Plans, assigns, coordinates, and reviews the work of assigned personnel. Oversees and participates in accounting registry funds. Responds to customer complaints and the most difficult inquiries. Assists in preparing the annual budget, including writing budget requests and justification. Oversees and maintains the court docket. Prepares all reports as required by the Court Executive, Chief Judge or State Court Administrator. Maintains case files. Assists in case flow management. Some positions may serve as jury commissioner, probate registrar and/or appeals clerk. Some positions may serve as the only clerk for the court, providing for all functions of the clerk's office, including opening and closing the court for business.

Work Environment and Schedule: This position will primarily work in an office or courtroom setting. The court system runs on a typical 8am-5pm Monday-Friday workweek. Due to this, overtime isn't as likely as it is with some other jobs.

Career Path/Promotion: The career path for a clerk of court may include advancing from a Clerk of Court I classification to a Clerk of Court VIII classification, or advancing within the court system to higher level courts such as Clerk of the Court of Appeals or Clerk of the Supreme Court. This position may also be an ideal path to becoming a Court Executive.

Education, Training and Certification: BACJ, or Bachelor's degree in business, public or court administration from an accredited four-year college or university and five years of professional administrative experience, of which two years must have been in court administration. For Colorado: The employee must also be able to complete mandatory supervisory training provided by the Colorado Judicial Branch.

Skills and Competencies: Listening skills, finance, observation, writing, service mindset, emotional intelligence, communication, and analytical skills.

Colorado Salary Averages:

Bottom 10%: \$35,267

Top 10%: \$58,039

Median: \$43,689

Median Salary in U.S.: \$42,832