

Position Classification Flysheet for Clerk of Court Series, GS-0945

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INTRODUCTION

This position classification flysheet provides series, titling instructions, and instructions for evaluating nonsupervisory two-grade interval administrative positions in the Clerk of Court Series, GS-0945.

COVERAGE

This position classification flysheet covers the following occupational series:

Series

Clerk of Court GS-0945

For many years, several General Schedule (GS) occupational series have covered both one-grade and two-grade interval work within the same series. In our ongoing effort to simplify the GS classification system, we are eliminating that practice and using separate series for one-grade and two-grade interval work. As a result, two-grade interval Clerk of Court work is now covered under this interim position classification flysheet for the GS-0945 series. One-grade interval administrative support work previously classified to the GS-0945 series is now covered by the Legal Assistance Series, GS-0986 and the Job Family Standard (JFS) for Assistance Work in the Legal and Kindred Group, GS-0900.

This position classification flysheet provides guidance for determining series coverage and classifying covered two-grade interval work within the GS-0945 series that will apply until we develop and issue a JFS for Administrative Work in the Legal and Kindred Group, GS-0900.

GENERAL SERIES AND TITLING GUIDANCE

This section provides information on the series and titling instructions for two-grade interval administrative positions in the Clerk of Court Series, GS-0945. It also provides information on titling instructions for supervisors, leaders, and agency-established parenthetical titles in this series.

CLERK OF COURT, GS-0945		<u>Qualification Standards</u>
Definition	<p>This series covers two-grade interval administrative positions that supervise, lead, administer, or perform administrative and related work in connection with:</p> <ul style="list-style-type: none"> • proceedings instituted before courts of justice under the jurisdiction of a department or independent establishment in the executive branch of the United States Government; or • business operations in connection with such courts. 	
Titling	<p>The basic title for this occupation is <i>Clerk of Court</i>.</p> <p>Supervisors and Leaders</p> <ul style="list-style-type: none"> • Add the prefix “Supervisory” to the title of positions classified using the <u>General Schedule Supervisory Guide</u>. • Add the prefix “Lead” to the title of positions classified using the <u>General Schedule Leader Grade Evaluation Guide</u>. <p>Parenthetical Titles</p> <ul style="list-style-type: none"> • None prescribed. Agencies may supplement the basic and prescribed titles authorized in this standard with agency-established parenthetical titles if necessary for recruitment or other human resources needs. <p>Organizational Titles</p> <ul style="list-style-type: none"> • Use the official position title as outlined above for human resources management, budget, and fiscal purposes. This does not preclude continued use of organizational or functional titles for internal administration, public convenience, program management, or similar purposes. 	

EXCLUSIONS

Although some positions may include administrative work requiring general legal and kindred administration knowledge and skills, classification to the Clerk of Court Series, GS-0945 may not be appropriate. To select the appropriate series, you must determine the paramount knowledge; i.e., the most important subject-matter knowledge required to perform the primary duties of the position. To determine the paramount knowledge, you must also consider the primary purpose for the position’s existence, the most important qualification(s) required, recruitment sources, career progression, and the background knowledge required. The following table provides examples of situations where the work may involve the application of related knowledge and skills, but not to the extent that it may warrant classification to this series.

NOTE: In the table below, job family standard is abbreviated as JFS.

If....	See This Standard or Series Definition:
1. Work involves legal training equivalent to that represented by graduation from a recognized law school and bar membership.	<u>GS-0905, General Attorney</u>
2. Work involves one-grade interval administrative support (i.e., assistance) to positions dealing with legal and related matters.	<u>JFS for Assistance Work in the Legal and Kindred Group, GS-0900</u>
3. Work involves the paramount knowledge requirement in a particular subject-matter field, such as human resources management, and also requires a knowledge of the laws, rules, regulations, and precedent court decisions that apply to that subject-matter area.	Appropriate subject-matter series

GRADING INSTRUCTIONS

Evaluate positions in this series to determine their proper grade by using the [Administrative Analysis Grade Evaluation Guide](#) in conjunction with an appropriate subject-matter position classification standard.