



**Range: SG-8**  
**FSLA: Non-exempt**  
**Date: July 25, 2016**

## **COURT CLERK**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

To perform the clerical functions necessary to maintain the Magistrate Court and to assist the Magistrate in the Court as provided by state statute.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives immediate supervision from Court Administrator

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**--*Essential and other important responsibilities and duties depending on which main function of the department you may be assigned, may include, but is not limited to, the following:*

#### **Essential Functions:**

1. Disburse funds, receive, record and issue receipts for fees, bail, and fines; prepare bank deposits, balance bank statements.
2. Assist in preparation of all reports required by the constitution and the laws of the State, City Code and ordinances of the City.
3. Prepare a variety of legal documents including warrants, court judgments, convictions, trial notices, subpoenas, and bond releases.
4. Respond to requests for information regarding court processes, procedures, and regulations to litigants, attorneys, the staff of other agencies, and members of the general public.
5. Compile and prepare case files, records, and supporting documents for court action; review case files and materials for completeness prior to court proceedings; file and docket pleadings in court files.
6. Act as jury commissioner, preparing jury summons, ensuring adequate number of jurors for trials and payment transmittals for jurors.
7. Swear in juries, witnesses and proceeding participants.
8. Perform court room duties; record proceedings including parties of the case, witness testimony, court actions and motions made; receive and maintain exhibits entered into court as evidence; prepare minute entries.
9. Receive and process a variety of legal documents reviewing them for completeness, time-

lines and compliance with legal mandates.

10. Prepare and maintain court dockets and calendars.
11. Act as a receptionist, answer the telephone; when needed act as secretary to the Magistrate processing all correspondence.
12. Perform related duties and responsibilities as required.
13. Assume certain responsibility for office management in the absence of supervisor(s).
14. Work in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts.

## **QUALIFICATIONS**

### **Knowledge of:**

- Accepted accounting procedures and principles helpful
- Statistical recording helpful
- Legal terminology and procedures helpful
- Modern office procedures and methods

### **Ability to:**

- Control cash, logging, tracking, depositing and fund breakdown of payments
- Prepare a variety of legal documents
- Ability to multi-task
- Enter a large amount of data accurately and in a timely fashion
- Perform courtroom duties
- Work in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts
- Prepare and maintain dockets and calendars
- Operate modern office equipment including a computer
- Assist public with court business
- Assist Magistrate in all phases of court business
- Periodically carry boxes of records to and from storage units, both on and off the premise
- Operate a motor vehicle

### **Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Experience:**

- Two years accounting/bookkeeping experience
- Public relations skills
- Legal terminology

- Two years of responsible clerical experience

**Training:**

Equivalent to completion of the twelfth grade and additional specialized court or legal training

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment utilizing computers

**Physical Conditions:**

Essential and other important responsibilities and duties may require maintaining physical condition necessary for sitting for prolonged periods of time and working closely with others; general manual dexterity, lifting office related supplies and equipment.