



VALLEY COUNTY CLASS SPECIFICATION

Deputy Court Clerk

Department: Clerk/Auditor/Recorder Department **Reports to:** Chief Deputy Clerk **Pay Grade:** 5
Date Established: 1/2017 **Date Revised:** **FLSA Status:** Covered

CLASSIFICATION SUMMARY

The principal function of an employee in this class is to perform legal, administrative, secretarial, and clerical duties to expedite and maintain proper processes, procedures, and protocol on civil and criminal proceedings brought before the Magistrate and District Courts. Primary responsibilities include opening new cases, accepting and receipting fees and payments, scheduling, calendaring, clerking of court hearings, and preparing legal documents and court and judicial orders. The position also serves as in-court bailiff. The work is performed under the supervision of the Chief Deputy Clerk with some latitude for independent judgment and initiative, within established guidelines and legal procedures. The principal duties of this class are performed in a general office and courtroom environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

- Opens, prepares, and distributes files of scheduled cases and related legal documents to judges, attorneys, law enforcement agencies, court personnel, and other appropriate persons;
- Provides public assistance in person and on the telephone;
- Accepts payments and receipts fees and fine payments;
- Balances and reconciles daily cash receipts;
- Enters case information and citations into ISTARs/Odyssey;
- Schedules hearings;
- Maintains and updates jury system, including calling jurors;
- Administers oaths and affirmations;
- Prepares courtroom for proceedings to assure availability of supplies and proper case files and necessary documents are available to the judge;
- Monitors recording equipment to assure record of court proceedings;
- Takes minutes and/or notes during court proceedings;
- Acts as bailiff, announcing arrival and departure of judge;
- Organizes and maintains exhibits during jury and court trials, following Department policy and procedures;
- Types probation orders, judgments, rulings, and commitments for the judge's approval and signature;
- Disburses copies to appropriate agencies of the court to assure timely processing of hearing dispositions;
- Provides customer service at front desk;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Keeps immediate supervisor fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Responds to Commissioners', elected and appointed officials', County employees' and citizens' questions and comments in a courteous and timely manner;
- Performs time management and scheduling functions, meets deadlines, and sets project priorities;
- Communicates and coordinates regularly with appropriate co-workers to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Maintains strict confidentiality in all cases;
- Assists other department and County employees as needed or requested;

- Performs all work duties and activities in accordance with County and Court policies, procedures, and safety practices.

SECONDARY DUTIES AND RESPONSIBILITIES:

- Provides support to the Jury Commission;
- Performs office operations;
- Performs other duties as assigned.

CLASSIFICATION REQUIREMENTS:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Court and related judicial system operations, legal processes, procedures, methods, legal terminology, and policies;
- Applicable local, State, and Federal court statutes, codes, and ethical standards;
- ISTARS/Odyssey computer system;
- Customer service procedures, techniques, and objectives;
- Operation of standard and specialized office equipment;
- Operation of a personal computer and job-related software;
- Preparation and maintenance of records, files, reports, court calendars, and schedules;
- Transcription and preparation of court and legal documents, findings, orders, correspondence, and related documents;
- English spelling, grammar, punctuation, and composition;
- Current office practices and procedures.

Skill and Ability to:

- Perform the duties of an in-court clerk, including maintaining a professional demeanor during emotional and/or stressful proceedings;
- Work independently;
- Schedule and maintain court schedules and calendars;
- Prepare, review, and maintain files, records, reports, databases, and correspondence, determining content and follow-up, if required;
- Prepare court and legal documents, following a prescribed format to ensure accuracy and compliance with legal requirements and standards;
- Organize and follow oral and/or written policies, procedures, and instructions;
- Operate standard office equipment, a personal computer, and program applications appropriate to assigned duties;
- Establish and maintain effective working relationships with judges, the public, supervisory personnel, attorneys, court personnel, local elected officials, and other County employees under occasional stressful conditions;
- Maintain a professional demeanor;
- Communicate clearly and concisely, orally and in writing;
- Respond to citizen requests in a courteous and effective manner;
- Perform a wide variety of duties with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Use good judgment to make sound and reasonable decisions and problem-solving skills to respond to customer service needs in accordance with laws, ordinances, regulations and established policies;
- Perform all duties in accordance with County policies and procedures with regard for personal safety and that of other employees and the public;

- Maintain individual and Court confidentiality.

ACCEPTABLE EXPERIENCE AND TRAINING:

- High school diploma or GED is required;
- One (1) year office experience required and legal office experience is preferred;
- An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

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

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to keyboard or type, handle materials, or manipulate tools used in performing the essential functions of the classification, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this classification include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions and communicate effectively in person, by telephone. While performing the duties of this classification, the employee works in an office and courtroom setting where the noise level in the work environment is usually moderate.