



JOB DESCRIPTION

JOB TITLE:	District Court Clerk II	FLSA:	Non-Exempt
DEPARTMENT:	District Court	GRADE:	A2
REPORTS TO:	Court Administrator	DATE:	10/06/2016

SUMMARY OF JOB PURPOSE:

Responsible for providing specialized, legal office support to ensure that the all case files, documentation and participants are organized and available for efficient and effective courtroom operations; acts as liaison between the court and proceeding participants, maintains records of court proceedings and follows-up as required.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Provides information and technical guidance to the public and external agencies and other county departments regarding court procedures, official information, and resources; including access to all public records upon request i.e. record searches and copies. Schedules hearings; prepares court calendars; issues bench warrants as directed by court; requests documents/information from other agencies; ensures that all files, documents, evidence and other materials are available and organized prior to the beginning of court session.
- Gathers information from documents from other County departments or external agencies; enters and retrieves data from automated systems; prepares periodic or special reports; creates a variety of data formats, reports, spreadsheets and databases. Takes and transcribes minutes of court proceedings; operates audio and video equipment; administers oaths to witnesses and jury members. Responsible for maintaining potential jury list, organizing jury questionnaires, summoning trial jurors and jury payroll.
- Maintains all evidence and ensures security of all files and documents;
- Receives and maintains records of payment to the Court; arranges payment schedules as directed by the Court; distributes fees collected; reconciles cash with records and makes deposits of funds received.
- Composes a variety of correspondence and other written materials from instructions or brief notes; types or word processes a variety of materials; proofreads and checks typed and other materials for accuracy, completeness, and compliance with departmental policies and regulations.
- Files and opens new cases under the Court's jurisdiction, organizes documentation and inputs data entry into the case management system according to court procedure. Processes information on notices and correspondence in regard, subpoenas, court orders and affidavits and requests from incarcerated defendants. Purges files and maintains records according to statutory requirements.
- Performs a variety of administrative support duties as required.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

High School diploma/GED; AND two (2) years of County court services administrative support experience; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Policies, procedures, rules and regulations related to the court.
- Legal and court terminology.
- Use of specified computer applications involving the design and management of databases or spreadsheet files and the development of special report formats.
- Business arithmetic.
- Accepting monies and making accurate arithmetic calculations.
- Business letter writing and the standard format for typed materials.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with the public, in person and over the telephone.

Skill in:

- Performing court administrative support duties..
- Organizing court activities and recording court proceedings accurately.
- Interpreting, applying and explaining applicable codes and regulations.
- Using applicable office terminology, forms, documents and procedures in the course of the work.
- Maintaining accurate case and office records and files.
- Composing correspondence independently or from brief instructions.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing own work, setting priorities and meeting critical deadlines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Nevada Driver's License.



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PHYSICAL DEMANDS & WORKING ENVIRONMENT:

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

Mobility to work in a typical office setting and use standard office equipment; stamina to remain seated for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone.