



JOB DESCRIPTION

JOB TITLE:	Senior Justice Court Clerk	FLSA:	Non-Exempt
DEPARTMENT:	Justice Court	GRADE:	A3
REPORTS TO:	Justice of the Peace/ Office Supervisor	DATE:	10/06/2016

SUMMARY OF JOB PURPOSE:

Responsible for providing varied administrative support duties related to criminal, civil and traffic matters.

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.

- Performs all the duties of a Court Clerk I/II.
- Updates Legislative materials.
- Processes and maintains internal written procedures as required by the Minimum Accounting Standards (MAS).
- Monitors Court files for compliance with court orders, prepares order to show cause/failure to comply, and bench warrants for defendants that are non-compliant.
- Assists with implementation of staff training.
- Assists in development of administration of the Justice Court budget.
- Processes accounts payable for payment: keeping records and reconciles records with Comptrollers reports.
- Reconciles bank accounts, credit card accounts, online payment accounts and collection accounts in accordance with the Minimum Accounting Standards ordered by the Supreme Court Administrative Office of the Courts.
- Receives and screens visitors and telephone calls, providing factual information which may require the interpretation of policies and procedures; explains processes and procedures.
- Processes Civil Filings; ensures proper filing documentation and fees are in order, complete, timely and within legal compliance by follow Nevada Revised Statutes and Justice Court Rules of Civil Procedures for accurate legal process.
- Processes Traffic and Criminal Cases; completes Judgment Of Conviction paperwork after defendants have been sentenced in court; clears warrants; creates payment plans; reschedules hearings according to situation; disperses paperwork and any other resources necessary to assist with completing court orders.
- Processes notices and clearances to the Department of Motor Vehicles (DMV) and complies with DMV regulations.
- Receives, records and issues receipts for filing fees, bail, fines & forfeitures; balances cash drawer at the end of day; creates daily bank deposits; balances petty cash and requests change as needed; deposits money in the court's ensuring accuracy of transactions. Prepares, submits and assures proper accounts for vouchers.

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.



SENIOR JUSTICE COURT CLERK

ESSENTIAL FUNCTIONS: (continued)

- Records minutes of the all court proceedings for all civil, criminal, traffic, extradition. Creates and processes orders from all hearings. Maintain exhibits after court proceedings.
- Issues and process bench warrants.
- Processes monthly reports for the Administrative Office of the Courts for accurate documentation for statistical purposes; maintain and ensures all cases are current in CourtView system, maintain accounting as required by Minimum Accounting Standards.
- Performs monthly and annual archiving of case files and documents according to Nevada State Revised Statutes and Local Courts Records Retention Manual; ensures all files are completed and documented accurately prior to archiving and destroying.
- Performs a variety of administrative support duties as required.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

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 five (5) years of administrative support experience at least one (1) which was in a legal; 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.



SENIOR JUSTICE COURT CLERK

Required Knowledge and Skills (continued)

- 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.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

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.
- Must be able to qualify and maintain NCIC/NCJIC certification.
- Must be able to pass a criminal background check.

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.