



JOB DESCRIPTION

JOB TITLE: District Court Clerk Senior

JOB CODE: 1950

DEPARTMENT: Clerk-Treasurer/District Court

FLSA STATUS: Non-Exempt

REPORTS TO: Chief Deputy District Court Clerk

SUMMARY OF JOB PURPOSE

Attends sessions of court to log information on court proceedings, including witnesses names, motions entered, verdicts, and other important facts; enters such information on the court records, and prepares reports on court activity; may draw and swear in jurors, and performs related case processing support functions.

ESSENTIAL FUNCTIONS

1. Works with the District Court Judges, District Attorney, Sheriff's Office, Justice Courts, Department of Parole and Probation, Public Defender's and Juvenile Probation Office to ensure efficient court operations; maintains a high level of confidentiality as required by Nevada Revised Statutes for sealed court cases, adoptions and juvenile matters.
2. Interprets Nevada Revised Statutes relating to District Court Clerk duties, to insure proper application; prepares records for cases appealed to the Nevada Supreme Court, changes of venue, peremptory challenges, and registrations of foreign decree; files and docket court pleadings, collect court fees, fines and URESA payments, index new cases and maintain court books.
3. Gathers and presents in court the records of all cases set for hearings; takes and transcribes court minutes for Law and Motion, hearings and trials; marks and records evidence and exhibits; exonerates bonds, prepares and calendars bond forfeiture letters; prepares judgments and types legal decisions and opinions as directed by District Court Judges.
4. Prepares jury venires, updates jury list, swears in jurors and witnesses and prepares claims for payment of jurors.
5. Develops, files, maintains and distributes legal documents and records of the court, and prepares and implements orders as directed by the District Court Judges. Maintains and types court calendars and prepare trial settings and notices. Posts court calendars to the court clerk website.
6. Assists the general public and/or district/county employees in person or by phone answering inquiries related to department services, programs, records, filing of documents, and issuing of marriage licenses; explains rules, policies, and procedures; explains the proper use and completion of forms and documents; files pleadings and case files; performs record searches and makes copies of documents for the public; refers matters requiring policy interpretation to supervisor for resolution; may perform job functions of Chief Deputy Court Clerk in his/her absence.

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.

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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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma, or equivalent, and five (5) year's progressively responsible clerical work experience with at least two (2) of those years specifically as a Court Clerk.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; speak effectively before groups of customers or employees of the County.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; compute rate, ratio, and percentages.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; deal with problems involving several concrete variables in standardized situations.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Nevada court procedures and legal terminology; legal requirements for court operations and case processing; principles and protocols for the management of official documents and court records; court rules and standards, and applicable state and Federal rules, codes and regulations; County policies and procedures.

Skills in explaining court procedures and processes in a clear, concise, and comprehensive manner to attorneys, litigants, and the public; preparing clear and comprehensive written reports; establishing and maintaining cooperative working relationships with judges, attorneys, and law enforcement agencies; assessing and prioritizing multiple tasks, projects and demands.

Intermediate proficiency level utilizing Microsoft Office applications including Excel, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, Scanners, etc. is required.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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WORKING ENVIRONMENT

Work is performed in an office environment where the physical demands require sitting and/or standing for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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