



## JOB DESCRIPTION

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**JOB TITLE:** Justice Court Clerk II

**JOB CODE:** 2370

**DEPARTMENT:** Justice Courts

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Chief Deputy Justice Court Clerk

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### SUMMARY OF JOB PURPOSE

Performs the full range of specialized clerical duties and has fully developed technical expertise in multiple units of court operations; 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 prepare reports on court activity; may draw and swear in jurors, and performs related case processing support functions.

### ESSENTIAL FUNCTIONS

1. Receives and examines legal documents for sufficiency, completeness, conformity, jurisdiction and/or validity before acceptance for action by the Court; certifies or files documents, opens Court cases in court system, and prepares document files; files a variety of legal documents and related case materials, searches for missing files, and copies materials requested from files and sends to requesting individual/agencies; follows procedures for updating, scanning and/or purging files and prepares case records and files to be forwarded to the Court of Appeals.
2. Assists public either on the phone or over the counter in the use of court forms, document filing procedures and other such matters requiring the application of technical/legal/judicial procedures and practices; receives and completes orders for services/materials from public or employees; evaluates need for service and directs individuals/calls to appropriate office; assists individuals in locating material/information; explains fees and fines.
3. Responds to inquiries from the public, attorneys, case witnesses, and law enforcement representatives; gathers information needed to respond to inquiries by researching case status, case documents and file notations or rules/procedures/codes on specific questions which requires distinguishing between, and consideration of, sensitive/protected and public information, and which may require understanding or interpretation/explanation of legal documents and/or legal/court procedures regarding case/processing and status; makes copies of files as requested and in accordance with department policy.
4. Receives, computes, classifies and posts fees and/or fines for traffic citations, small claims, evictions, alternative sentencing, criminal and civil cases; issues receipts, prepares bank deposits, posts to tallies, and reconciles account records; computes fines, fees and amount of bail; compiles numerical counts and routine statistical data to provide input to work production reports or official statistical reports.
5. Files motions, orders, complaints and judgments for civil, criminal, traffic and small claims; prepares and issues warrants, writs, orders, subpoenas, abstracts and other official documents on behalf of the Court; recalls warrants and exonerates bail; prepares minute orders, judgment orders, Pre-Sentence Investigation referrals, bound forfeiture letters, notices and dismisses or seals cases in accordance with established codes and court procedures.

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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.



## JOB DESCRIPTION

### Justice Court Clerk II

6. Ascertains whether cases and files are ready for hearing/trial; coordinates case assignments with presiding judges, jail personnel, bailiffs, court reporter, District Attorney and attorneys; prepares, distributes and/or posts court calendar(s) and notices of appearance; ensures proper notice of hearings are provided in accordance with established procedure; maintains trial status.
7. Serves as clerk of the court during court proceedings by marking and recording evidence and exhibits, administering oaths, taping court proceedings in the absence of court reporter; may take and transcribe Court minutes for Law & Motion, court hearings, and trials; docket and scans pleadings.
8. May draw jury lists, summon jurors, and coordinate with courtroom staff on the need for and dismissal of jurors; responds to juror inquiries and requests to be excused from service; processes juror service payments; process orders to show cause.

### 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. 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 four (4) year's progressively responsible clerical work experience, with at least one (1) of those years specifically as a Court Clerk; or an equivalent combination of education and experience that could provide the required knowledge, skills, and abilities.

#### LANGUAGE SKILLS

Ability to read and interpret documents such as procedural instructions, legal and judicial publications, and standard documents, reports, and correspondence; write routine correspondence, reports, and orders; speak effectively before public, judges, and employees of the County and other courts/agencies.

#### 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 legal terminology and judicial rules applicable to areas of assignment; general clerical office procedures; general clerical and technical resource materials and information sources applicable to areas of assignment; forms, records, document processing procedures, structure and function of judicial system; automated systems used in information storage and document preparation; methods of recording, researching and compiling information; department services and operations; interrelationship of law enforcement, prosecution and legal defense services and functions; general court rules and standards, and applicable State and Federal rules, codes and regulations; County policies and procedures.

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## JOB DESCRIPTION

### Justice Court Clerk II

Ability to examine documents for completeness, sufficiency, validity and conformity; process documents according to established procedures; understand, explain and/or take action based on court minutes or case file notations; use automated information storage and retrieval systems and procedures; organize and prioritize work assignments, maintain confidentiality of information, and work independently; demonstrate tact and diplomacy and establish and maintain cooperative working relationships; effectively relate to people of diverse, socioeconomic backgrounds and temperaments; maintain currency with changes in law and procedures affecting work; research and apply regulations, procedures and/or technical reference materials to new and/or unusual circumstances.

Intermediate proficiency level utilizing Microsoft Office applications including Excel, Word, and Outlook, as well as department-specific computer systems, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, 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.

#### WORKING ENVIRONMENT

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

**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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