

36th DISTRICT COURT

JOB DESCRIPTION

JOB TITLE: Clerk 1
An AFSCME Local 3308 Bargaining Unit Position

REPORTS TO: Various Departmental Supervisors/Managers

GENERAL SUMMARY:

Under the general direction of the applicable Departmental Management, performs a variety of clerical functions related to the processing of court cases including filing, routing files, organizing files/case information, answering public/employee questions, posting case information and entering information into computer programs.

RESPONSIBILITIES & DUTIES: *

1. Processes all documents relating to: Civil Infraction, Criminal or Civil cases, monitoring reports, plea by mail, and any other documents used in the ordinary course of business.
2. Schedules court hearings.
3. Processes mail (excluding payments).
4. Mails documents to litigants/parties.
5. Assists members of the public/Court by answering questions in accordance with established procedures.
6. Boxes, stores, retrieves and delivers files.
7. Maintains confidential information regarding employee, financial and other court records.
8. Handles phone inquiries.
9. Performs other duties as assigned.

LICENSES, CERTIFICATION, OR SPECIAL REQUIREMENTS:

1. Obtains and maintains all required state licenses and certifications necessary to perform the functions of Clerk 1.

WORKING CONDITIONS:

1. Normal office environment with little discomfort due to heat, dust, noise and the like.
2. Extended work day beyond 7.5 hours a day. Evening, weekends and holiday hours will be required, as scheduled.

* Specific job responsibilities and duties may vary depending on the department where assigned.

JOB QUALIFICATIONS:

1. High school diploma or equivalent is required. One (1) to two (2) years of education beyond high school preferred.
2. Minimum of one (1) year of clerical experience preferably in the public sector.
3. Proficiency in the use of Microsoft Office Suite, to include but not limited to Word and Outlook. Proficient typing skills
4. Computer skills necessary to effectively utilize the Court's Judicial Information System (JIS), case information software, word processing, database, electronic communications and spreadsheet applications.
5. Interpersonal and communication skills necessary to effectively, competently and professionally communicate, both orally and in writing, with Court personnel, judges, justice system partners, and members of the public.
6. Ability to frequently handle pressures related to meeting deadlines, simultaneous handling of multiple projects, fulfilling scheduling requirements and working on projects requiring concentration and attention to detail with periodic disruptions, delays and unexpected events.

PHYSICAL CHARACTERISTICS:

1. Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper. Occasional lifting of objects weighing up to fifteen (15) pounds such as files, stacks of paper, reference and other materials. Moving from place to place within an office. Some reaching for items above and below desk level.
2. Physical ability to frequently sit, stand or walk for extended periods of time, perform repetitive movements and work in confined areas.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Determination of equivalent qualifications is within the sole discretion of Management.