

MINNESOTA JUDICIAL BRANCH
COURT CLERK III

Nature of Work

This is highly advanced, technical clerical work in the Minnesota State Court System.

Work involves responsibility for performing required duties in a specific area of court case processing or a wide variety of technical operations in multiple divisions which constitute the majority of the incumbent's work tasks and time, frequently requiring specialized clerical knowledge and application of detailed procedures. Work may include and/or require the ability to perform lower level court clerk duties. Work is generally performed under the general supervision of a high-level supervisor or court administrator and is reviewed through conferences, reports and on the basis of results obtained.

Essential Functions (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed)

- Performs advanced technical clerical work manually, on Trial Court Information System (TCIS) or related computer systems in performing specialized court clerical duties such as reviewing and processing judgments, full scope formal and informal probate processing, mental health commitments, processing bond forfeitures, and preparing case appeals.
- May participate in and coordinate the master scheduling and calendaring of cases and preparation of notices to parties for scheduling and continuances; sends out notices to parties and checks returns; reschedules if required, within established guidelines. Also may prepare judge's or referee's court calendar, trial, pre-trial hearing and disposition dockets and gathers and reviews case files to make certain records are in order prior to hearings; serves as required in courtroom; swears witnesses and may operate an electronic recorder; may prepare transcripts, as requested if certified; arranges and organizes the docket, notes continuances, makes minute and docket entries to reflect case progress.
- Daily contact with judges while working as their assistants in court proceedings and in responding to their request for documents or other information; with the general public, attorneys and representatives from outside agencies for the purpose of answering questions relative to court policies and procedures, providing referrals for further assistance, providing information on case status and court records, and giving assistance with the processing of applications and documents; and with local law enforcement agencies and personnel for the purpose of exchanging information on court cases and proceedings.

COURT CLERK III (cont.)

- Prepares a variety of orders, documents and correspondence requiring a detailed knowledge of applicable terminology, rules and procedures.
- May perform and/or supervise financial activities within the office; calculates costs and amounts due; prepares bank deposits; may make necessary disbursements to parties; prepares and reconciles required statements and reports; and monitors special and restitution accounts for delinquency.
- May be responsible for jury coordination; sends out questionnaires; excuses or defers potential jurors; selects jury panels; coordinates jury orientation; notifies jurors of assignments; and processes the payment of juror's pay and mileage reimbursement.
- May perform administrative hearing officer duties as assigned.
- May perform the work of a probate registrar; reviews informal probate applications for accuracy and completeness and grants or denies application; sends notices to parties; certifies and authenticates letters, orders and documents issued.
- Manages court records; answers inquiries by telephone and in person regarding court record information and court procedures.
- Reviews TCIS case exception or related operational reports and implements corrective actions.
- Prepares various statistical and financial reports as required by the area of assignment.
- May perform, on a limited basis, some duties associated with the Screener/Collector function including assisting in completing public defender eligibility forms; reviewing deferred payment applications; screening financial status information, establishing and monitoring installment payment accounts; preparing forms for notification of delinquency in payments and other collection processes.

Knowledge, Abilities and Skills

Considerable knowledge of court procedures and policies, legal documents, legal terminology, laws and legal functions pertaining to the court.

Considerable knowledge of the operations, functions, and scope of authority of the court or activity to which assigned.

Knowledge of appropriate procedures for processing a variety of legal