

MINNESOTA JUDICIAL BRANCH**COURT CLERK II****Nature of Work**

This is advanced court clerical work in a district court of the Minnesota State Court System.

Work may involve responsibility for a specific area of court case processing or for performing a variety of advanced clerical functions in multiple divisions, which may require the application of independent judgment and the interpretation of routine policies and procedures based on training and knowledge gained through experience on the job. Advice and assistance will normally be provided as needed by a higher level court clerk or other supervisor but most functions will be performed with a minimum of checking or other supervision. Positions in this class are distinguished from Court Clerk I by the degree of independence and responsibility exercised and the variety of work tasks assigned. Work may include and/or require the ability to perform lower level court clerk duties. Work is reviewed by a supervisor through observation of operations and on the basis of results achieved. Advice and assistance are available when unusual or difficult matters arise.

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 the full scope of varied procedural court clerical work involved in case processing manually, on Trial Court Information System (TCIS) or related computer system in the areas of probate, conciliation, traffic, criminal, civil, juvenile and family.
- Reviews legal documents for completeness, adequacy, accuracy and compliance with rules; determines processing required and takes necessary action in accordance with court rules or refers difficult matters to superiors.
- Determines proper routing of complaints, petitions, and other filings; notifies parties.
- Issues summons, notices, subpoenas, and similar processes; computes applicable dates for service and return of service, affixes court seal and authenticates documents.
- Performs financial duties such as receiving and recording/entering fees, fines and other monies; issues receipts; calculates costs or amounts due; prepares bank deposits; prepares and reconciles required statements and reports; and monitors special and restitution accounts for delinquency.

COURT CLERK II (cont.)

- Types or generates from the computer, notices, subpoenas, summons, expungements, commitments, index and disposition cards, executions, levy forms, petitions, affidavits, correspondence, court calendars, orders, etc.; reviews for accuracy and completeness; secures required signatures; also may assist in jury coordination and processing activities.
- Enters manually or on computer system, required permanent record information such as case events, bail information, case activity, dispositions, sentencing, orders for protection or harassment restraining orders. May prepare State Justice Information System (SJIS) forms and report information to Department of Public Safety and Bureau of Criminal Apprehension, as applicable.
- Suspends and reinstates driver's licenses consistent with established procedures.
- Performs telephone and counter work; answers/responds to incoming phone calls; locates and checks out files for attorneys, court, and public; responds to questions/inquiries regarding court procedures; processes passport applications.
- Assures completeness and accuracy of records leaving the court jurisdiction pursuant to change of venue, appeal, and certification requirements.
- Performs courtroom clerical duties; prepares case files and forms for court; checks people in and calls the calendar; swears in jury panels and witnesses; takes court minutes and/or may operate electronic recorder to record dispositions; may prepare transcripts, if certified, as requested; sets court dates for next appearance.
- May assist in the scheduling/rescheduling of arraignments, preliminary hearings, pre-trial conferences, continuances, trials and other matters; sends out notices; contacts attorneys and parties concerning rescheduling; makes appropriate record entries; refers difficult rescheduling matters to supervisor.
- May review TCIS case exception or related reports and implement appropriate corrective actions based on direction from supervisor.
- Prepares routine statistics and financial reports as required.
- May perform, on a limited basis, some duties associated with the Screener/Collector function including assisting in completing public defender eligibility forms; reviews deferred payment applications; screens financial status information, establishes and monitors installment payment accounts; prepares forms for notification of delinquency in payments and other collection processes.

COURT CLERK II (cont.)**Knowledge, Abilities and Skills**

Knowledge of court procedures and policies, laws and legal factors pertaining to the court.

Knowledge of the organization, operations, functions and scope of authority of the court or activity to which assigned.

Knowledge of the court automated information system.

Knowledge of legal terminology.

Knowledge of appropriate fee structures.

Knowledge of modern office practices and procedures.

Knowledge of court accounting/bookkeeping principles and practices.

Ability to read and interpret legal documents of varying type and complexity.

Ability to understand and follow oral and written instructions.

Ability to make decisions in accordance with laws, regulations, and departmental policies and procedures.

Ability to maintain a variety of complex records and prepare reports from such records.

Ability to establish and maintain effective working relationships with others.

Skill in the operation of a personal computer and other standard equipment.

Skill in the operation of electronic recording equipment if required by the position.

Working Conditions

Work is performed primarily in an office setting, courtroom or at a public counter. Work involves contact with persons who may be angry, abusive or threatening.

Physical Demands

Work is essentially sedentary with occasional walking, standing, bending, and carrying items up to 25 pounds such as papers and files. Some positions may require periods of extended sitting, standing or computer use. Some positions may require standing on a ladder to retrieve files from high shelves.