

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

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

Work includes performing general clerical, and a limited variety of court clerical tasks which follow well established and standardized manual office and/or Trial Court Information System (TCIS) data entry methods and procedures. Work is performed under the close supervision of a higher level court clerk and is reviewed for accuracy.

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.)

- Receives court papers, documents, and traffic citations through the mail and over the counter; stamps received filings and documents; determines general case category and makes case docket entries; assigns case numbers and enters case intake information on Trial Court Information System (TCIS) and/or index cards; prepares case file folders; receipts payment of court fees, fines, bail, and restitution, obtains driving and vehicle records from computer.
- Files documents such as traffic tickets, complaints, summons, affidavits, motions, depositions, judgments, proof of service, etc. and checks same for completeness and appropriate information.
- Takes or causes required action to be taken to obtain signatures on documents; stamps documents with court seal; tracks missing documents.
- Records and logs case identification data, receipt of documents and disposition information on court records either manually or by computer data entry; makes entries in case index; assembles documents in chronological order for case records; files cards, documents, and records using the TCIS numerical system or other filing systems; may prepare State Justice Information System (SJIS) forms and report information to Department of Public Safety and Bureau of Criminal Apprehension, as applicable.
- Answers incoming phone calls; routes callers to appropriate personnel; takes messages; and responds to routine information requests.
- Performs limited and routine counter work; issues receipts for payment of court fees, fines, bail and restitution; checks people in for court; assists public in filling out various applications and forms; and responds to routine informational requests; processes passport applications.

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- Types or generates from the computer, labels, case cards, notices, summons, trial calendars, jury lists, etc., and distributes same; sends out notices to various parties and attorneys; posts fees and other receipts in routine manual or TCIS journals and registers; locates and checks out files for attorneys, court and public; assists with jury coordination and processing activities; makes certified copies and assists in preparing monthly reports.
- May fill in or assist others in performing basic courtroom clerical duties.
- 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

Some knowledge of court procedures and policies, legal documents, laws and legal factors pertaining to the court.

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

Some knowledge of modern office practices and procedures.

Some knowledge of accounting/bookkeeping principles and practices.

Ability to understand and follow oral and written instructions.

Ability to learn the operation of the automated court information system.

Ability to establish and maintain effective working relationships with others.

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

Working Conditions

Work is performed primarily in an office setting and at a public counter.

Physical Demands

Work is essentially sedentary with occasional walking, standing, bending, and carrying items under 25 pounds such as papers and files. Some positions may require periods of extended sitting, standing or computer use. Some positions may require

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standing on a ladder to retrieve files from high shelves.

Qualifications

Graduation from an approved high school or vocational school and some general clerical experience

Licensure and Certification Requirements

Certification as an electronic recorder operator, if required by the position.

Possession of valid Minnesota driver's license, if applicable.