

DUTIES AND STANDARDS - COURT CLERK I

POSITION TITLE: Court Clerk I
 TYPE: Full-time, permanent
 REPORTS TO: Court Clerk III
 SUPERVISES: none

GENERAL DUTIES

- Maintain Court records, case files and dispositions
- In-court procedures
- Pre- and post court procedures
- Notification of parties of court dates/schedules
- Receipting and maintenance of monies
- General office skills
- Basic receptionist skills
- Working knowledge of computers and other office machines
- Quasi-bailiff responsibilities
- Maintain high degree of confidentiality
- Abide by and apply Court's Policies and Procedures
- Attend training sessions

SPECIFIC DUTIES - Civil Clerk

- Open new case files, receipt fees and maintain case records
- Issue subpoenas and summons for judge's signature
- Prepare orders for signature after court and distribute to parties
- Submit motions to judge for review
- Assure that court schedule runs smoothly and efficiently

SPECIFIC DUTIES - Criminal Clerk

- Open new case files, receipt fines and other monies
- Maintain case records
- Issue subpoenas, summons, bench warrants
- Draft jury list and notify persons when to appear for jury duty
- Maintain current warrant list
- Submit motions and other documents to judge for review
- Assure that court schedule runs smoothly and efficiently

SPECIFIC DUTIES - Civil Infraction Clerk

- Receive citations and maintain case filings
- Receipt fees
- Draft Notices of Infraction and/or Judgements
- Submit motions and other documents to judge for review
- Maintain record of non-payment of judgments for collection
- Assure that court schedule runs smoothly and efficiently

QUALIFICATIONS

- Must have never been convicted or found guilty of a felony, or within one year past of a misdemeanor involving moral turpitude
- Must be of high moral character
- Knowledge of modern office practices and procedures
- Must be able to type 55 WPM (test required)
- Demonstrated ability in grammar, punctuation and spelling with a score of 65% (test required)
- Knowledge of basic arithmetic, ability to make simple computations accurately and with reasonable speed
- Must be familiar with working in environment using high level of confidentiality
- Must be able to communicate effectively, both written and oral
- High school diploma or equivalent
- One year successful clerical experience or equivalent secondary education
- Able to write legibly
- Ability to maintain effective working relationships with others