

SENIOR DEPUTY DISTRICT COURT CLERK

GENERAL STATEMENT OF DUTIES: Performs highly responsible and varied clerical tasks which may be of a confidential nature; work involves the exercise of judgment in the application of prescribed procedures and methods; work is performed under general supervision; coordinates the work activities of subordinate clerical employees; performs related duties as required.

STATEMENT OF TASKS:

Utilizes computers for data input and retrieval and word processing functions;
Serves the public by receiving cash for tickets, bonds, etc., and giving general information per specific guidelines;
Maintains the Court Calendar;
Answers telephone giving out general information and routing calls to proper person;
Prepares case files including assignment of case numbers, indexing paperwork, making copies of the files and verifying paperwork;
Types legal forms including bonds, warrants, small claims, garnishment, etc.;
Files legal documents numerically and/or alphabetically;
Balances daily cash receipts and prepares bank deposits;
Audits paperwork flow ensuring proper action is taken.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of office terminology, procedures and equipment and of business mathematics and English;
Good knowledge of legal terminology;
Ability to understand and follow complex oral and written directions;
Ability to make decisions in accordance with laws, ordinances, regulations and established policies;
Ability to operate a computer at 40 net words per minute;
Ability to utilize computer software applications such as spread sheets, word-processing and data bases;
Ability to coordinate the activities of other clerical employees;
Ability to handle daily cash receipts and prepare bank deposits;
Ability to deal effectively with the public and other employees;
Ability to attend work regularly and work under stressful conditions.

Senior Deputy District Court Clerk

MINIMUM QUALIFICATIONS:

Two (2) years of experience as Deputy District Court Clerk;

OR

Three (3) years of clerical experience in a police agency, legal office or public legal agency.

Established: May 1, 1975

Revised: November 1, 1988

Revised: April 29, 1999


Personnel Director