

COURT CLERK

GENERAL STATEMENT OF DUTIES: Performs a variety of responsible tasks in the Legal Division of the County Clerk's Office; records and inputs all Civil, Divorce and Criminal cases into a computerized system; work is performed under general supervision; performs related duties as required.

STATEMENT OF TASKS:

Assists in the selection and swearing in of jurors and maintains attendance journals;
May be required to officially record all verdicts, motions, attachments and sentences for Circuit Court;
Prepares and posts all Civil, Criminal and Divorce proceedings;
Assists at the counter assisting the public and answering general question by telephone;
Prepares case files to be reviewed by a Judge;
Files case files, index cards, etc., alphabetically and numerically;
Answers correspondence from inmates including copies of requested files;
Maintains files of cases assigned;
Utilizes computers for data input, data retrieval and word processing.

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:

Thorough knowledge of the Clerk's Office, its procedures, policies and information;
Good knowledge of office terminology, procedures and equipment, business mathematics and English;
Knowledge of Court procedures, laws pertaining to the operation of the Clerk's Office and its relationship to Circuit Court;
Ability to operate computers and related software such as word processing, spreadsheets, databases, etc.
Ability to type 40 net words per minute;
Ability to understand and follow complex oral and written directions;
Ability to deal with the public including attorneys, with courtesy and tact;
Ability to write legibly;
Ability to maintain good interpersonal relationships;
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

One (1) year of experience in the Clerk's Office with at least six (6) months of experience in the legal division AND ability to type 40 net words per minute.

Established: October 8, 1974
Revised: December 10, 1991
Revised: January 28, 1999


Personnel Director