

## FAMILY COURT CLERK

GENERAL STATEMENT OF DUTIES: Performs more difficult and complex clerical duties with limited supervision involving the processing of legal documents requiring extensive knowledge of legal procedures in the assigned area; Prepares and processes court documents required in setting cases for hearing and carrying out directions of the judge; Assists the public and attorneys in procedures relative to matters under the statutory jurisdiction of the Probate /Family Court; Reviews files and papers for accuracy, completeness, and conformance to Probate/Family Law and Court Rule, and may sign for the Judge as authorized; Performs related duties as required.

### STATEMENT OF TASKS:

Distributes forms to attorneys and the general public with basic instructions for completion and filing;

Reviews legal documents filed by attorneys and the public to ensure the documents meet statutory, court rule, and Probate Court/Family Division procedural requirements for filing;

Utilizes computer terminal and word processing equipment for data entry, retrieval, and word processing functions;

Types and prepares various Probate/Family Division forms and orders;

Certifies, posts, and makes copies of legal forms and orders;

Reviews orders following court hearings and processes accordingly;

Types casework reports and other correspondence from written copy or dictation equipment;

Sorts and processes incoming mail, answering routine inquiries without supervisor's review;

Receives payment of statutory fees, prepares receipts, and prepares Transmittal Advice for County Treasurer;

Answers telephone calls from attorneys and the general public regarding the processing of Probate/Family Division matters, and provides the appropriate information regarding the inquiry;

Prepares departmental vouchers for payment of attorney fees, due process costs, and other Probate Court/Family Division invoices;

Records court hearings using electronic recording equipment on an emergency fill-in basis;

Reviews case files to ensure that proper documents have been filed, and initiates the necessary action to see that files are in proper order;

Reviews case files at time of closing to ensure that files are complete and accurate, and initiates action to correct any deficiencies prior to closing;

Records any statistics which are required for the assigned area;

Maintains inventory of forms and supplies and reorders as needed;

Maintains Law Library, updating volumes with pocket parts and replacing old volumes;

Maintains a record of all law books received and distributed;

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STATEMENT OF TASKS (continued):

Coordinates Probate Court/Family Division juries, mails jury notices, responds to requests for deferment and dismissal, maintains jury records, notifies jurors of adjournments, cancellations, and additional trials;  
Copies legal forms, orders, correspondence, reports, etc.

The class specification 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 working knowledge of office practices, office and legal terminology, and equipment;  
Knowledge of Probate/Family Law and Court Rules;  
Ability to understand and follow complex oral and written directives, laws and court rules;  
Ability to make decisions applying Probate/Family Law and Court Rules;

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (cont.):

Ability to use a computer terminal and word processing equipment for data entry, retrieval, and Word processing functions;  
Ability to type accurately (40 net w.p.m.);  
Ability to work with highly confidential records;  
Ability to use good judgment, tact, and courtesy;  
Ability to maintain good working relationships;  
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Two (2) years of clerical experience and the ability to type 40 net w.p.m.

  
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Human Resources Director

Established: April 22, 1993  
Revised: August 28, 1998  
Revised: March 23, 2016  
Revised: November 20, 2019