

PROGRAM CLERK

GENERAL STATEMENT OF DUTIES: Performs a variety of clerical tasks for the Friend of the Court which utilize bookkeeping, typing, cashiering and computer skills; employees are expected to exercise a certain degree of independent judgment in completion of their duties; generally work is reviewed upon completion; may be assigned to work in the County Clerk's Office and/or may be deputized to make clerical actions effective, work will predominantly be performed at the Friend of the Court.

STATEMENT OF TASKS:

Utilizes computers and word processing software to complete court reports and orders;
Prepares legal forms;
Utilizes computers for data input, data retrieval and word processing;
Works closely with technical and non-technical staff to resolve, document and support a variety of issues and services;
Assists management and technical staff in developing and improving automation of clerical tasks and systems management;
Answers the phone and provides general information; regarding individual files and Friend of the court policy;
Acts as liaison with other public agencies such as Social Services, Sheriff's Department, Prosecuting Attorney etc.;

Computes changes in payments; and/or charges, where required;
Processes reissued checks; and works suspense and establishment lists;
Prepares complex statistical and accounting reports requiring a number of separate tabulations;
Searches files for background information;
Prepares warrants for entry into the LEIN system;
Performs electronic or paper file maintenance as required;
Works as a counter clerk assisting the public in filling out forms and answering general information questions;
Accepts and receipts cash payments as required.

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:

Knowledge of office terminology, procedures, equipment, software, business English and mathematics;
Knowledge of clerical and financial methods used in keeping fiscal accounts and records;
Ability to understand and follow complex oral and written directions;
Ability to prepare reports from complex clerical and/or financial records;
Ability to make decisions in accordance with laws, ordinances, regulations and established Friend of the court policies;

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (Continued):

Ability to process temporary orders;
Ability to process non-cash receipting
Ability to utilize computers and related software;
Ability to perform mathematical operations accurately;
Ability to use appropriate judgment and tact when dealing with clients or other County employees;
Ability to maintain good interpersonal 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 words per minute.



Human Resources Director

Established: May 1, 1975
Revised: November 1, 1988
Revised: September 9, 1998
Revised: October 28, 1998
Revised: March 2, 2011
Revised: November 21, 2013
Revised: September 12, 2018