

SENIOR COURT CLERK

GENERAL STATEMENT OF DUTIES: Performs a variety of highly responsible specialized court related clerical tasks in the legal division of the County Clerk's Office; officially records the results of the Circuit Court proceedings; operates computer terminals and word processing equipment; work is performed under the general supervision of the Legal Division supervisor; performs related work as required.

STATEMENT OF TASKS:

Assists in the selection and swearing in of jurors to the box, and maintains attendance journals;
Officially records all verdicts, motions, attachments, and sentences in Circuit Court;
Prepares and posts all civil, criminal, and divorce proceedings into the terminal;
Assists at the counter in helping the public, and answers general questions over the telephone;
Prepares Judicial, Deadwood and Civil reports when required;
Answers correspondences from inmates to include copies of their files when requested;
Maintains files for cases assigned;
Utilizes computer terminals and word processing equipment for data input, data retrieval and word processing function.

The class specification above is intended to be sufficient to identify the class and to illustrate 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, and of business mathematics and English;
Knowledge of work processes to be used and laws pertaining to the operation of the Clerk's office and its relationship to the Circuit Court;
Ability to learn to operate a computer terminal and word processing equipment;
Ability to operate a typewriter accurately at 40 w.p.m. with no more than four (4) errors (five minute timing);
Ability to understand and follow complex oral and written direction;
Ability to deal with the public including attorneys with courtesy and tact;
Ability to write legibly;
Ability to maintain good interpersonal relationships.

MINIMUM QUALIFICATIONS

Two (2) years experience as a Court Clerk, and the ability to operate a typewriter at 40 w.p.m. with no more than four (4) errors (five minute timing).

Implemented: October 8, 1974
Revised: December 10, 1991
Saved to system: June 14, 2006


Personnel Director