

# **BANNOCK COUNTY**

## **CLASS SPECIFICATION**

### **DEPUTY CLERK/JUDICIAL FLOAT SECRETARY**

Department: Courts

Pay Grade: 8

FLSA Designation: Non-exempt (covered)

Effective Date: 10/07, 08/09

#### **Purpose of Class**

Performs administrative and secretarial duties assisting judges, both district and magistrate judge, either on an emergency basis or as a scheduled fill-in, as assigned; performs related work as required.

#### **Primary Function**

This position performs the same complex legal administrative, secretarial, and clerical duties assisting assigned judges except that the Float Secretary must be flexible and knowledgeable about all/each individual judge's protocols. Duties include complex, competitive scheduling, calendaring, clerking of all court hearings and preparing legal documents. The work is performed under the supervision of each judge, and under the Deputy Clerk of the Court Manager. This position also provides float and training for court records. The principal duties of this class are performed in a general office environment.

#### **Essential Duties and Responsibilities (will vary by assignment)**

- Schedules and maintain dense court calendars based on the individual nature of the each court's proceeding requested to assure efficient courtroom flow and time management for counsel including giving notice to the parties involved; schedules and maintains individual calendar for judges as needed;
- Posts to the Register of Action and updates events on Idaho Supreme Court software regarding all civil and criminal proceedings;
- Pulls, prepares, and distributes files of scheduled cases and related legal documents to judges, attorneys, and other court personnel;
- Manages both criminal and civil warrants by ensuring that proper warrants are issued and that when quashed the active warrant is recalled preventing false arrests;
- Answers inquiries and provides information on scheduling and other court proceedings to the public, attorneys, court personnel, law enforcement agencies, relatives of litigants, litigants and other interested and affected parties while protecting the judge from information which could affect the judge's ability to make an unbiased decision on pending cases; according to Idaho Supreme Court Administrative Rule 32;
- Transcribes and prepares legal documents including, but not limited to, court orders, memorandum decisions, hearing notices, findings, calendars, correspondence, and related documents;
- Takes minutes during all court hearings and creates a log of all testimonies involved in a case as the official record of every court proceeding which will be used in the event the case is appealed to a higher court.

- Organizes and maintains exhibits during jury and court trials per department policy and procedures;
- Works with jails, prisons, and other holding agencies to ensure proper booking, transport to and from the courthouse and release of defendants as prescribed by the Orders of the court;
- Prepares marriage licenses, processing mail, preparing judicial reporting requirements and travel vouchers, maintaining office supplies and needs, etc.;
- Performs all work duties and activities in accordance with Idaho Code, Idaho Supreme Court Rules, County and Court policies, procedures and safety practices.
- Trains new deputy clerks who work in Court Records.
- Floats in Court Records, when assigned.

### **Other Duties and Responsibilities**

- Performs other related duties as required.

### **Competency Requirements**

Knowledge of:

- All the judicial secretaries positions, both district court and magistrate court, and be able to competently fulfill the desks either spontaneously or scheduled;
- All the desks in Court Records and be able to competently fulfill the duties either spontaneously or scheduled;
- Extensive knowledge of court and related judicial system operations, legal processes procedures and methods, legal terminology, and policies;
- Applicable federal, state, and local Court statutes, codes, and ethical standards;
- Working knowledge of difficult customers service procedures, techniques, and objectives;
- Operation of standard and specialized office equipment including copy machines; fax machines; multi-line telephone system; personal computers with ability to use Idaho Supreme Court software, Spillman, the multi-agency jail/dispatch database; and other related software;
- Preparation and maintenance of records, files, reports, court calendars, and schedules;
- Transcription and preparation of court and legal documents, findings, orders, correspondence, and related documents;
- Excellent execution of English grammar, spelling, punctuation, and composition;
- Basic bookkeeping and accounting practices and procedures;
- Current office practices and procedures.

Ability to:

- Able to complete all requirements of a judicial secretary listed below for all district and magistrate judges either spontaneously or scheduled;
- Able to complete all requirements of each of the desks in Court Records
- Trained to cover for Bonds & Fines, Warrant Clerk and JEO;
- Provides administrative support for the Trial Court Administrator;
- Schedule and maintain extremely competitive court schedules and calendars;
- Prepare, review, and maintain files, records, reports, databases, and correspondence to determine their content and completeness and perform follow-up work as needed;

- Prepare court and legal documents, following a legal format to ensure accuracy and compliance with legal requirements and standards;
- Take and transcribe dictation;
- Operate standard office equipment, a personal computer, and program applications appropriate to assigned duties;
- Establish and maintain effective working relationships with judges, the public, supervisory personnel, attorneys, court personnel, local elected officials, and other County employees under occasionally stressful conditions;
- Perform basic bookkeeping and accounting functions;
- Understand and follow complex oral and/or written policies, procedures, and instructions;
- Communicate effectively both orally and in writing;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and complex scheduling functions, meet deadlines, and set project priorities;
- Work well under pressure and maintain a calm and professional demeanor, under stressful or adversarial conditions;
- Maintain individual and Court confidentiality;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Able to be flexible in accomplishing tasks and able to work with the individual protocols of individual offices.

### **Acceptable Experience and Training**

- High school diploma or GED equivalency and advanced secretarial or legal office training is required; and
- Three (3) to five (5) years experience in a court environment is required; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review, prepare, and organize documents and files;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and standard office equipment;
- Sufficient personal mobility, agility, strength, and physical reflexes, with or without reasonable accommodation, which permits the employee to work at a keyboard for an extended period of time, lift up to 25 pounds, and work in an office and courtroom environment.