

# **BANNOCK COUNTY** **CLASS SPECIFICATION**

## **DEPUTY CLERK OF THE COURT MANAGER**

Department: District Court Clerk  
FLSA Designation: Exempt

Pay Grade: 14  
Effective Date: 10/04, 08/09

### **Purpose of Class**

Manages and administers the technical and clerical functions of the County court and judicial operations; performs related work as required.

### **Primary Function**

This is a management position to plan, organize, direct and coordinate technical and clerical staff, procedures, guidelines and protocols of the Court system. The Court Manager assists the Clerk of the District Court and related personnel in the hiring, evaluation, disciplining, and supervision of all Deputy Clerks, except judicial secretaries. The work is performed under the general supervision of the County Clerk. Direct supervision is exercised over subordinates supervisors and Deputy Clerks. The principal duties of this class are performed in a general office environment.

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

- Oversees the daily clerical, judicial secretarial as related to Court protocol, and office support functions of the Court system;
- Supervises, trains, evaluates and directs the work of subordinate employees, assigns and sets project priorities, monitors workload, monitors work for timely completion and compliance with legal standards and guidelines, and provides assistance;
- Assists with recruitment and selection of new employees including conducting interviews and evaluating applicants, making hiring recommendations, conducting new hire orientation and training;
- Monitors staff compliance with ethical and competency standards including, but not limited to, position misuse/abuse, confidentiality, conflict of interest, political activity, job performance, and related issues;
- Administers and implements Court policies and procedures related to clerking and general judicial support functions, including evaluation of current policies and procedures, consulting with judges and other affected parties, and recommending changes and improvements;
- Monitors and implements changes in policies and procedures as mandated by the Idaho Supreme Court and State Legislature;
- Provides general managerial functions on ISTARs and implements and trains on revisions;
- Assists Trial Court Administrator in monitoring monthly CLASS reports;
- Monitors and ensures compliance of records retention and preservation functions according to department policy and procedures and applicable laws;

- Performs general office duties including answering the phone, assisting the public, and operating various office equipment including a personal computer and related department software;
- Assists supervisors in resolving personnel, public relations, and procedural problems;
- Prepares and maintains reports, records, logs, correspondence, and documents;
- Performs all work duties and activities in accordance with state, County, and Court policies, procedures and safety practices.

### **Other Duties and Responsibilities**

- Cross-trains with and assists Court personnel as needed;
- Performs other related duties as required.

### **Competency Requirements**

Knowledge of:

- Employee recruiting, training, supervision, grievance, and evaluation techniques, methods, and objectives;
- Court and judicial system operations, processes, procedures, protocols, terminology, and policies, with emphasis on the functions and duties of technical and clerical support of the Court;
- Grievance hearing procedures;
- Interdepartmental relationships within the court system;
- Code of ethical conduct of non-judicial court employees;
- General legal terminology associated with courts processes and records;
- General office management and principles of supervision;
- Idaho and County statutes, laws, codes, and regulations governing court records;
- Applicable federal, state, and local Court codes, ethical standards, and guidelines;
- Applicable Court requirements and current methods and techniques of record and file creation and retention;
- Customer service procedures, techniques, and objectives;
- County budget and fiscal recordkeeping practices;
- Operation of standard and specialized office equipment;
- Operation of a personal computer and job-related software, including all specialized Court computer records and case management systems;
- Preparation and maintenance of records, files, reports, court calendars, and schedules;
- English grammar, spelling, punctuation, and composition;
- Cash handling, bookkeeping, and accounting practices and procedures;
- Basic mathematical processes;
- Current office management practices and procedures.

Ability to:

- Recruit, train, supervise, direct, discipline, and evaluate employees;
- Administer and direct the complex operations and functions of a Department to provide support and maintain the processes, procedures, and protocols of Magistrate Court;

- Interpret and apply Court and legislative policies, procedures, guidelines, mandates, and standards;
- Maintain and prepare files, reports, documents, correspondence, records, and databases;
- Operate standard office equipment, a personal computer, and program applications appropriate to assigned duties;
- Establish and maintain effective working relationships with judges, the public, attorneys, court personnel, law enforcement agencies and personnel, local elected and appointed officials, and subordinates and other County employees under occasionally stressful conditions;
- Make critical administrative decisions based on established guidelines and procedures;
- Interpret, follow and enforce guidelines from court orders;
- Meet all security requirements for access to NCIC systems and reports including background check and fingerprinting;
- Perform cash handling, bookkeeping, and accounting functions;
- Communicate effectively both orally and in writing;
- Understand and follow oral and/or written policies, procedures, and instructions;
- 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 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.

### **Acceptable Experience and Training**

- High school diploma or GED equivalency is required and a bachelors degree is preferred; and
- Five (5) years experience in courts including two (2) years in a supervisory role is required; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Special Qualifications**

- Must be bondable.

### **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 and specialized 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.