

BANNOCK COUNTY **CLASS SPECIFICATION**

DEPUTY CLERK/COURT RECORDS

Department: District Court Clerk
FLSA Designation: Non-Exempt

Pay Grade: 5
Effective Date: 10/04, 08/09

Purpose of Class

Performs a variety of legal, clerical, and secretarial duties to manage and expedite cases and provides general office support to the District and/or Magistrate Court; performs related work as required.

Primary Function

This position performs complex legal, clerical, secretarial, and office support duties following established Court and County guidelines and procedures to manage and expedite the civil and criminal caseloads of the District and/or Magistrate Courts. The work is performed under the direct supervision of the Deputy Clerk of the Court Manager. The principal duties of this class are performed in a general office and courtroom environment.

Essential Duties and Responsibilities (will vary by assignment)

- Files and maintains all legal documents including complaints, summonses, and answers by attorneys, legal assistants, unrepresented litigants, and the general public for District and/or Magistrate Court;
- Processes civil and/or criminal proceedings cases filed in District and/or Magistrate Court including, but not limited to, filing new complaints after establishing and collecting appropriate filing fees and preparing case file and document copies; assessing and collecting copy fees; data entry; and issuing summonses and subpoenas;
- Issues and administers writs ensuring money amounts are correct for property seizures after determining requirements have been met; verifies absence of outstanding writs; receives affidavits and verifies writ interest; collects and processes fees; processes returned and interim writs; administers funds ordered held by the Court; and releases and distributes funds according to Court orders;
- Administers warrants including warrants issued, recalled, and served to prevent false arrest of litigants; assures accounting for original warrant documents; coordinates warrant service with warrant officers and arraignment clerks;
- Processes and distributes incoming and outgoing case files, documents, and correspondence; processes incoming files to determine status and required actions; determines if affidavits, reports, and related documents are current;
- Locates and distributes case files to judges, courtrooms, court personnel, attorneys, and to the public;
- Processes small claims files, including assisting the public and providing information on fees, procedures, and schedules; opening and maintaining files; collecting fees;

processing mailings and notifications; maintaining calendar and schedule; entering findings and judgments; and assisting the public in obtaining satisfactions;

- Performs data entry, logging cases into centralized records (ISTARS) system, and updating as needed;
- Tracks case files to ensure hearings and procedures are held in accordance with prescribed timelines;
- Prepares court calendars as appropriate documents are received;
- Processes closed files to ensure judgments are properly entered into the central database to ensure all information going to law enforcement agencies, credit reporting bureaus, and other interested and affected public and private agencies is correct and available;
- May process appeals from Magistrate to District Court and/or District Court to the Idaho Supreme Court, including preparing clerk's records, notices, collecting fees, copying files and documents, and forwarding files to the proper Court;
- Answers inquiries, provides information on scheduling and other court proceedings, locates files, provides documents, and prepares copies, including certified copies, to the public, judges, attorneys, court personnel, law enforcement agencies, and other interested and affected parties following Court and County guidelines;
- Performs all work duties and activities in accordance with County and Court policies, procedures and safety practices.

Other Duties and Responsibilities

- Backs up other Deputy Clerks as needed;
- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Court and judicial system operations, processes, documents, procedures, protocols, terminology, and policies;
- Legal documents, their function in a lawsuit, and the appropriate fee required to be collected for documents to be filed;
- Applicable federal, state, and local Court codes and standards, with emphasis on record creation and retention;
- Customer service procedures, techniques, and objectives;
- Operation of standard and specialized office equipment;
- Operation of a personal computer and job-related software;
- Preparation and maintenance of records, files, reports, court calendars, and schedules;
- English grammar, spelling, punctuation, and composition;
- Basic cash handling, bookkeeping, and accounting practices and procedures;
- Basic mathematical processes;
- Current office practices and procedures.

Ability to:

- Assess applicable filing fees and accept and file legal documents, maintain and prepare files, documents, records, and databases;

- Review civil and criminal case files to determine their content and completeness and contact judges, attorneys, litigants to expedite cases as needed;
- Operate standard office equipment, a personal computer, and program applications appropriate to assigned duties;
- Operate scanning, microfilm copying and retrieval equipment;
- Type and perform word processing functions with speed and accuracy;
- Prepare court and legal documents, following a prescribed format to ensure accuracy and compliance with legal requirements and standards;
- Establish and maintain effective working relationships with judges, the public, attorneys, court personnel, local elected and appointed officials, and other County employees under occasionally stressful conditions;
- Understand and follow oral and/or written policies, procedures, and instructions;
- Perform basic cash handling, bookkeeping, and accounting functions;
- Take and transcribe dictation;
- 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 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; additional training and certification in legal office technologies is preferred; and
- Two (2) years experience in a legal or court setting 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 and specialized office equipment;
- Sufficient personal mobility, agility, strength, and physical reflexes, with or without reasonable accommodation, which permits the employee to lift up to 25 pounds, work at a keyboard for an extended period of time, and work in an office and courtroom environment.