

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

## **DEPUTY CLERK/BONDS & FINES**

Department: District Court Clerk  
FLSA Designation: Non-Exempt

Pay Grade: 4  
Effective Date: 10/04, 08/09

### **Purpose of Class**

Performs legal and clerical duties to provide general office support to the Bonds and Fines Department; performs related work as required.

### **Primary Function**

This position performs legal, clerical, and office support duties following established Court and County guidelines and procedures to process criminal and infraction charges. Duties include processing criminal and infraction or misdemeanor criminal proceedings case files and court documents, balancing court money received, preparing daily deposit and cash reports, and maintaining an individual cash drawer. The work is performed under the supervision of the Deputy Clerk of the Court/Manager. The principal duties of this class are performed in a general office environment.

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

- Receives, processes, and documents criminal and infraction or misdemeanor citations, following established Court and County legal guidelines and procedures;
- Establishes amount due and accepts payments for bonds, fines, fees, restitution, and other reimbursements and balances payments received; maintains individual cash drawer;
- Tracks and enters case data into central records system;
- Receives, processes, and documents cash bond payments, enters bond record in proper case file, and ensures final disposition of the bond by exoneration, forfeiture, or conversion; disburses bond payments according to Court orders;
- Reviews the case history of payees to determine if arrest warrants, open cases, or additional fines are outstanding and notifies Court Marshal to take individual into custody;
- Quashes arrest warrants on payment of fees and fines, arrest of defendant, or posting of bond and notifies other law enforcement agencies of return of service;
- Schedules pre-trial conference dates with defendant and maintains pre-trial conference dates on court schedule;
- Issues arrest warrants on order of judge after determining defendant is not in compliance with court order;
- Enters data into central records system on citations, including charges, defendant information, and citation status and resolution;
- Accepts pleas on citations, including opening files, scheduling court appearance, and notifying affected parties;

- Receives, logs, processes, and prepares a variety of legal and court documents; prepares documents, judgments, findings, orders, commitments, and related documents for signing and processes distribution;
- Prepares and processes license refusal hearings;
- Coordinates with state Department of Transportation (DOT) on license suspensions, renewals, modified judgments, and related issues;
- Answers inquiries; provides information on scheduling and proceedings, payments, fine balances, suspensions, court appearances, and related information; 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;
- Performs all work duties and activities in accordance with County and Court policies, procedures and safety practices.

#### **Other Duties and Responsibilities**

- Performs other related duties as required.

#### **Competency Requirements**

Knowledge of:

- Court and judicial system operations, processes, procedures, protocols, terminology, and policies;
- Applicable federal, state, and local Court codes and standards;
- 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;
- Basic cash handling, and bookkeeping methods and procedures;
- English grammar, spelling, punctuation, and composition;
- Current office practices and procedures.

Ability to:

- Follow oral and written instructions;
- Maintain and prepare files, documents, records, and databases;
- Review files and determine their content and completeness and perform follow up work as needed;
- Provide excellent customer service;
- Operate standard office equipment, a personal computer, and program applications appropriate to duties;
- Enter data accurately into court computer system;
- 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 officials, and other County employees under occasionally stressful conditions;
- 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 with course background in office skills is required; and
- One (1) year experience in customer service related field, preferably in a court clerk support position, or in a related field 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, sit or stand for an extended period of time, and work in an office environment.