

BANNOCK COUNTY **CLASS SPECIFICATION**

DEPUTY CLERK/JUDICIAL SECRETARY

Department: District Court
FLSA Designation: Non-Exempt

Pay Grade: 8
Effective Date: 10/04, 08/09

Purpose of Class

Performs administrative and secretarial duties assisting judges, as assigned; performs related work as required.

Primary Function

This position performs complex legal administrative, secretarial, and clerical duties assisting assigned judges. Duties include scheduling, calendaring, clerking of court hearings, and preparing legal documents. The work is performed under the direct supervision of a judge and statutory supervision of the County Clerk. The principal duties of this class are performed in a general office environment.

Essential Duties and Responsibilities (will vary by assignment)

- Schedules and maintains court calendars, including giving notice to affected parties, to ensure efficient courtroom and case flow and time management for counsel;
- Schedules and maintains calendars for judges, as needed;
- Posts to the Register of Action and updates events on Idaho Supreme Court database regarding all civil and criminal proceedings;
- Performs case management duties by tracking and monitoring cases to ensure that cases are disposed in a timely manner, in accordance with Court standards, policies, and procedures;
- Pulls, prepares, and distributes files of scheduled cases and related legal documents to judges, attorneys, and other court personnel;
- Manages civil and criminal warrants by ensuring warrants are issued; recalls quashed warrants and notifies law enforcement agencies to prevent false arrests;
- Answers inquiries and provides information on scheduling and other court proceedings to the public, attorneys, court personnel, law enforcement agencies, litigants, and other interested and affected parties, following Court policies and procedures;
- 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 court hearings and creates a log of all testimony proffered as the official record of a Court proceeding;
- Organizes and maintains exhibits during jury and court trials per Department policy and procedures;

- Coordinates with jails, prisons, and other detention facilities to ensure proper booking, transport to and from Court appearances, and release of defendant as prescribed by Court order;
- Coordinates with Probation and Parole agencies to ensure defendants comply with Court orders;
- Monitors defendants place on probation, including tacking fine payments, class attendance, treatment, employment, and related orders;
- Assists with Court functions including, but not limited to, clerking for Drug Court, directing Court Interns, preparing marriage licenses, processing mail, preparing judicial state reporting and travel vouchers, inventorying and maintaining office supplies, and other support assigned duties;
- 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 related judicial system operations, legal processes, procedures, methods, legal terminology, and policies;
- Applicable federal, state, and local Court statutes, codes, and ethical standards;
- Customer service procedures, techniques, and objectives;
- Operation of standard and specialized office equipment;
- Operation of a multi-line telephone system;
- Operation of a personal computer and job-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;
- English grammar, spelling, punctuation, and composition;
- Basic bookkeeping and accounting practices and procedures;
- Current office practices and procedures.

Ability to:

- Schedule and maintain court schedules and calendars;
- Prepare, review, and maintain files, records, reports, databases, and correspondence, determining content and follow-up, if required;
- Prepare court and legal documents, following a prescribed 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 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 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.

Acceptable Experience and Training

- High school diploma or GED equivalency and advanced secretarial or legal office training is required; and
- Two (2) to three (3) years experience in a legal office and 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.