

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

## **DEPUTY CLERK/JUVENILE**

Department: District Court Clerk  
FLSA Designation: Non-Exempt

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

### **Purpose of Class**

Performs clerical and secretarial duties to maintain files and documents and provide general office support; performs related work as required.

### **Primary Function**

This position performs clerical, secretarial, and office support duties, performing data entry of case files and court documents. The position manages case files and schedules hearings following Court and County guidelines and procedures. The work is performed under the direct supervision of the Deputy Clerk/Lead Secretary. The principal duties of this class are performed in a general office environment.

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

- Performs clerical, secretarial, case management, and general office duties following Court and County guidelines and procedures to expedite adoption, child protection, termination, mental hearing, misdemeanor, and related juvenile court proceedings;
- Gathers, receives and reviews various citations, cases, warrants, reports, legal papers, and other documents;
- Creates legal documents and performs data entry of documents and cases to create and /or update computer files and records;
- Files and maintains files of departmental records including police reports, citations, warrants and other documents;
- Maintains juvenile court case files to ensure accurate and timely management of time-sensitive cases, following Court and Department policies and procedures;
- Clerks juvenile, misdemeanor and other assigned hearings, ensuring an accurate record is created and required documentation is prepared;
- Prepares and manages calendar for juvenile arraignments, hearings, pre-trial conferences, trials, and related court hearings, coordinating calendar appropriate and affected parties;
- Enters juvenile court proceedings, outcomes, rulings, and related information into central records file;
- Processes Department mail according to policy and procedures;
- Issues and processes juvenile orders and warrants per judges requests;
- Quashes juvenile warrants and detention orders when warrant is served, ensuring other law enforcement agencies are notified;
- Transcribes documents for judge;

- Enters new petitions, affidavits, transfers, and related information into central records file;
- Purges completed juvenile case files, following Court and Department policies and procedures;
- Attends meetings and types minutes, as needed;
- Prepares and maintains records, reports, documents, logs, and statistical data;
- Answers phone calls, assists the public with inquiries and information requests, following Court and Department policies and procedures on release of information, and performs other miscellaneous administrative duties;
- Performs general office support duties including, but not limited to, data entry, customer service, preparing and maintain reports, purging files, records, and logs, and routine office equipment servicing;
- Performs all work duties and activities in accordance with County and Court policies, procedures and safety practices.

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

- Fills in for other deputy clerks, as needed;
- Performs other related duties as required.

#### **Competency Requirements**

Knowledge of:

- Court and judicial system operations, processes, procedures, methods, protocols, terminology, and policies;
- Juvenile Court and Department operations, processes, procedures, methods, protocols, terminology, and policies;
- Applicable federal, state, and local Court codes and standards, with emphasis on court filing and files maintenance requirements;
- 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, and schedules;
- English grammar, spelling, punctuation, and composition;
- Basic bookkeeping and accounting practices and procedures;
- Current office practices and procedures.

Ability to:

- Create and modify legal forms and documents including legal terminology, methods, and procedures;
- Maintain and prepare files, documents, records, and databases;
- Read, compose, and comprehend instructions, correspondence, and memos;;
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Organize, coordinate, and schedule court calendar data and keep the affected parties informed of dates;
- Compile files and reports from a wide variety of sources and transmit data;

- Establish and maintain effective working relationships with judges, the public, supervisory personnel, attorneys, court personnel, local elected and appointed officials, and other County employees under occasionally stressful conditions;
- Respond to citizen request in a courteous and effective manner;
- Communicate effectively both orally and in writing;
- Understand and follow oral and/or written policies, procedures, and instructions;
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations, and established procedures;
- Maintain individual and Court confidentiality;
- 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 secretarial or business office training preferred; and
- One (1) year general office experience which includes data entry and customer service, preferably in a court or legal office setting, is preferred; 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 environment.