

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

## **DEPUTY CLERK/LEAD SECRETARY**

Department: District Court  
FLSA Designation: Non-Exempt

Pay Grade: 8  
Effective Date: 01/05, 08/09

### **Purpose of Class**

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

### **Primary Function**

This position performs complex legal administrative, secretarial, clerical and supervisory duties assisting assigned Magistrate Juvenile Court judges. Duties include supervising Deputy Clerks, scheduling, calendaring, and preparing legal documents. The work is performed under the supervision of the County Clerk and exercises supervision over Juvenile Court Deputy Clerks. The principal duties of this class are performed in a general office environment.

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

- Supervises, trains, schedules and evaluates the Deputy Clerk functions of the Magistrate Juvenile Court;
- Reviews and processes Deputy Clerk time sheets;
- Schedules and maintains court schedule and calendars for assigned judges and related court personnel;
- Schedules and maintains daily, weekly, and long-term court calendars of hearings, trials, and all related court proceedings and deadlines, including giving notice to the parties involved;
- Ensures daily court schedule is publicly posted;
- Schedules and maintains schedules and appointments for individual judges, as assigned;
- Updates ISTAR computer program relative to civil and criminal proceedings;
- Pulls, prepares, and distributes files of scheduled cases and related legal documents to judges, attorneys, and other court personnel;
- Answers inquiries and provides information on scheduling and other court proceedings to the public, attorneys, court personnel, law enforcement agencies, and other interested and affected parties, following Court and County 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 and transcribes dictation for court orders, decisions, correspondence, and related documents;

- Prepares and processes warrants and detention orders per department policy and procedures;
- Opens, logs in, and distributes mail;
- Prepares judicial state reporting and travel vouchers;
- Monitors and maintains office supplies;
- Performs similar duties for other judges, as needed;
- Performs all work duties and activities in accordance with County and Court policies, procedures and safety practices.

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

- Backs up for Clerks when absent;
- Performs other related duties as required.

#### **Competency Requirements**

Knowledge of:

- Court and related judicial system operations, processes, procedures, methods, terminology, and policies;
- Supervisory methods and techniques;
- Personnel management methods and techniques;
- 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:

- Supervise, train, and evaluate work of subordinate personnel;
- Prepare and maintain court schedules and calendars;
- Maintain and prepare files, records, reports, databases, and correspondence;
- Review files and determine their content and completeness and perform follow up work as needed;
- 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 and appointed officials, and other County employees under occasionally stressful conditions;

- Understand and follow oral and/or written policies, procedures, and instructions;
- Perform basic bookkeeping and accounting functions;
- 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 paralegal certification is preferred, and;
- Three (3) to five (5) years experience in a legal office and court environment is required, with supervisory experience 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 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.