

BANNOCK COUNTY
CLASS SPECIFICATION

DEPUTY COURT CLERK/ARRAIGNMENT

Department: District Court Clerk
FLSA Designation: Non-Exempt

Pay Grade: 3
Effective Date: 10/04, 08/09

Purpose of Class

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

Primary Function

This position performs general clerical and office support duties, performing data entry of case files and court documents following Court and County guidelines and procedures. 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 environment.

Essential Duties and Responsibilities (will vary by assignment)

- Gathers, receives and reviews various citations, cases, warrants, reports, legal papers, and other documents;
- Performs data entry of all documents and cases to create and /or update computer files, and records;
- Files and maintains files of arraignment cases and follows through according to Department policy and procedures;
- Prepares and manages calendar for arraignments, hearings, pretrial conferences, trials, and related court procedures, including giving proper notice to parties involved in person, by courthouse mail, or regular mail;
- Enters court proceedings, outcomes, rulings, and related information into central records file;
- Reviews case history of defendants appearing before judge for outstanding warrants and other unanswered charges, arranging for warrant service or a court hearing;;
- Quashes arrest warrants after defendant is served, ensuring other law enforcement agencies are notified of the warrant service;
- Processes department mail according to policy and procedures;
- Assists witnesses with proper court forms and procedures;
- Issues and processes orders and warrants per judges requests;
- Enters new petitions, affidavits, transfers, and related information into central records file;
- Purges completed case files according to department policy and procedures;
- Maintains records, reports, statistical data, and documents and prepares reports;

- Answers phones, assists the public with inquiries and information requests, and performs other miscellaneous administrative duties;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Other Duties and Responsibilities

- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Legal terminology and legal forms, methods, and procedures;
- Court and criminal procedures and practices, including proper legal documentation and filing and notification practices;
- Current office equipment, practices and procedures;
- Departmental programs, policies, and operations as applied to the work performed;
- Current office filing systems and procedures;
- Operation of standard office equipment including a personal computer and job-related software applications;
- English grammar, spelling, and punctuation;
- Current office practices and procedures;
- Customer service procedures, methods, and objectives.

Ability to:

- Type accurately and quickly to prepare documents and correspondence in a timely fashion;
- 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;
- Communicate effectively, verbally and in writing;
- Read, compose, and comprehend simple instructions, short correspondence, and memos;
- Maintain a professional demeanor during stressful situations;
- Compile files and reports from a wide variety of sources and transmit data;
- Establish and maintain effective working relationships with supervisors, subordinate employees, the public, staff, and other County employees;
- Respond to citizen requests in a courteous and effective manner;
- 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;
- 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;

- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- High school diploma or GED equivalency and secretarial or legal office training required;
- Six (6) months general office experience which includes data entry and customer service in court or legal office 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, evaluate, and prepare a variety of written/typed documents and text materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and a personal computer;
- Sufficient personal mobility, flexibility, agility, and balance, with or without reasonable accommodation, which permits the employee to lift up to 25 pounds, to sit and work at a keyboard for an extended period of time, and work in an office environment.