

BANNOCK COUNTY **CLASS SPECIFICATION**

DEPUTY CLERK/TRANSCRIBER

Department: District Court Clerk
FLSA Designation: Non-Exempt

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

Purpose of Class

Performs clerical duties to transcribe court proceedings from cassette tapes; performs related work as required.

Primary Function

This position performs general clerical support duties, transcribing court proceedings from cassette tapes 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)

- Prepares and manages official transcripts of Court proceedings from cassette tapes, following Court and County policies, procedures, and deadlines;
- Maintains Court proceedings records on Court tape files, following Court and Department policy and procedures;
- Acts as Court tape custodian providing access to tapes, following Court and Department policy and procedures;
- Assists Court personnel with efficient and effective recording/transcription work including equipment and files;
- Records and tracks requests for transcripts of tapes according to policy and procedures;
- Prepares fee estimates and processes transcripts according to policy and procedures;
- Copies/reformats tapes per request or order according to department policy and procedures;
- Answers phones, assists 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

- Provides clerical backup for judges, as needed;
- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Legal terminology and legal forms, methods, and procedures;

- Court procedures, documents, scheduling, clerical requirements, and 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 transcriber, a personal computer and job-related software applications;
- English grammar, spelling, punctuation, and composition;
- Current office practices and procedures, including basic bookkeeping and accounting practices and methods;
- Customer service procedures, methods, and objectives.

Ability to:

- Type accurately and quickly to prepare documents and correspondence in a timely fashion;
- Work independently;
- Operate standard office equipment, including a transcriber and a personal computer using program applications appropriate to assigned duties;
- Communicate effectively, verbally and in writing;
- Read, compose, and comprehend simple instructions, short correspondence, and memos;
- Perform clerical duties for assigned judges;
- 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, local elected and appointed officials, 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.

Acceptable Experience and Training

- High school diploma or GED equivalency is required and legal office training or certificate is preferred;
- Two (2) years experience in a court 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 listen and transcribe tapes, 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, a transcriber and a personal computer;
- Sufficient personal mobility, flexibility, agility, and balance, with or without reasonable accommodation, which permits the employee to sit and work at a keyboard for an extended period of time, lift up to 25 pounds, and work in an office environment.