

ASSISTANT COURT CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is specialized clerical work of a complex nature which involves a responsibility for the processing of a comprehensive variety of clerical details based on prescribed legal procedures for Justice Courts and involves the exercise of the ministerial duties of the Justice Court Clerk in the absence of the Clerk. The work may also involve basic municipal office routines of purchasing, time-keeping, payroll, account keeping of receivables or budget account maintenance, expense vouchers, etc. Typing, while a required skill, does not denote the significant character of the job. The work is performed under the general supervision of the Justice Court Clerk and supervision may be exercised over lower level clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists Justice Court Clerk in court by pulling files, recording adjournments, preparing sentencing documents, etc.;

Prepares follow-up documents such as warning letters, bench or arrest warrants, requests for interpreters, etc.;

Schedules motor vehicle trials and notifies all interested parties;

Types from copy, rough notes, etc.;

Prepares and maintains court calendars, dockets and other records of criminal and civil proceedings;

Establishes and maintains files for criminal matters (e.g. types labels, notifies interested parties, obtains fingerprint cards, prepares docket cards, etc.);

Totals daily receipts and prepares bank deposits;

Reconciles fine and joint bail accounts each month and prepares a report of balances to the state;

Responds to telephone and in-person inquiries and issues receipts;

Assists the public in understanding procedures and completing forms (e.g. small claims summons and complaints);

May process motions, notices, judgments, demands for jury trials, etc.;

May impanel jurors.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology and procedures; good knowledge of business arithmetic and English; working knowledge of supervisory techniques and administrative principles and practices; working knowledge of the terminology and procedures of the Justice Court Act and Rules as they pertain to Justice Court Clerks; ability to coordinate and implement new and revised subprocesses and procedures; ability to type at a rate of forty words per minute*; ability to prepare correspondence and reports from general instructions; ability to carry out difficult oral and written instructions; ability to function with precision within a structured situation; a high degree of accuracy; good judgment.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and four (4) years of office clerical or business experience, at least one (1) year of which involved supervisory and/or non-routine duties and one (1) year of which must have been in Justice Court work.

(over)

NOTE: Additional qualifying experience or any academic, technical or vocational training may be substituted for schooling on a year-for-year basis. Post high school education may be substituted for up to three (3) years of the required general experience on a one-for-one basis for business or secretarial curricula and on a two-for-one basis for any other curriculum.

*To be demonstrated during the probationary period.