

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. The work is performed under the general supervision of the Justice Court Clerk and work guidance (e.g. lead work) may be provided to 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;

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 the terminology and procedures of the Justice Court Act and Rules as they pertain to Justice Court Clerks*; ability to provide work guidance to others; ability to analyze and organize data and prepare correspondence and reports; ability to review information and process documents; ability to understand and carry out difficult oral and written instructions; ability to communicate effectively, both orally and in writing.

(over)

MINIMUM QUALIFICATIONS:

- a. Graduation from high school or possession of an equivalency diploma and four (4) years of office clerical work, at least one (1) year of which must have involved non-routine duties and one (1) year of which must have been working in a court system, law office and/or any other law enforcement agency: or
- b. An Associate's degree and 4 years of office clerical work.

*To be demonstrated during the probationary period.