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Exempt (Y/N): No  
DEPARTMENT: Justice Court  
SUPERVISOR: Justice Court Judge

JOB CODE: CSC  
UNION (Y/N): Yes  
SALARY RANGE: 23

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GENERAL STATEMENT OF DUTIES: Assist judge and perform clerical tasks in Justice Court.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Schedule all hearings and trials as needed. Prepare and distribute notice of docket. Select jurors for jury trials and notify appropriately.

Examine legal documents submitted to court for adherence to law or court procedures, prepare case folders, and post, file, and route documents.

Explain procedures or forms to parties in cases.

Secure information for judges, and contact witnesses, attorneys, and litigants to obtain information for court, and instruct parties when to appear in court.

Notify and prepare files for the District Attorney's office of cases prosecuted by District Attorney.

Administer oath to witnesses.

Type a variety of letters, memos and reports.

Process all traffic citations including receiving pleas.

Record case disposition, court orders, and arrange for payment of court fees.

Collect court fees or fines and record amounts collected. Deposit monies received with County Treasurer. Maintain accounts and prepare necessary reports. Prepare and assist in annual audit.

Maintain records and files, including processing payroll timesheets and claims for payment.

Answer telephone, route calls, take messages and make appointments. Respond to routine inquiries regarding court processes and procedures.

Follow all safety rules and procedures established for work areas. Comply with all relevant County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervision is not a normal responsibility of this position.

SUPERVISION RECEIVED: Work under the supervision of the Justice Court Judge who assigns and reviews work for conformance to established procedures and methods.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:** Equivalent to high school graduation with additional specialized training in as a legal secretary or assistant plus three years progressively responsible experience as a court clerk or in a related field.

**KNOWLEDGE, SKILL AND ABILITY:** Advanced knowledge of legal office and judicial procedures and terminology. Considerable knowledge of office practices and procedures. Basic knowledge of bookkeeping practices.

Ability to organize, file and retrieve documents and to maintain confidentiality of matters encountered. Ability to maintain effective working relationships with fellow employees, other agencies, County officials and the general public.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal, involving the movement of files, books, equipment, etc., seldom exceeding 20 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment.