Elmore County

Class Specification

# Criminal Court Clerk

Class Code Number: 126 Pay Grade: 5

FLSA Designation: Covered/Nonexempt Effective Date: 10/1/00

Revised with minor changes: 2/09

## General Statement of Duties

Performs a variety of clerical, secretarial and routine administrative duties as required to expedite and maintain proper processes, procedures and protocol on cases brought before the District Court related to the default of citations and warrants; performs related work as required.

**Classification Summary**

The principal function of an employee in this class is to assure proper processing of warrants The Criminal Clerk provides customer service on the telephone to provide general and detailed Court related information to the public. Close attention to detail is necessary in the performance of all work duties. The work is performed under the general direction of the Office Manager. The principal duties of this class are performed in a general office environment.

**Examples of Work** (Illustrative Only)

### Essential Duties and Responsibilities

* Processes fine and citation payments received in person;
* Issues pay agreements for individuals who are unable to pay the entire amount of citation;
* Processes requests for public defender and restricted driver’s licenses cases;
* Provides the appropriate parties with copies of warrants or prior offenses;
* Assures warrants are properly docketed and entered into computer;
* Communicates with other agencies regarding warrants;
* Receives, issues and data enters warrant information for ~~traffic~~ warrants issued, recalled and served;
* Responsible for proper and timely recall of warrants to prevent false arrests;
* Files and issues summons as required;
* Ensures case files are properly assigned to the correct Prosecutor and the case files are delivered to the presiding Judge for review;
* Provides the appropriate agencies and office staff with copies;
* Receives and processes a variety of documents from attorneys, law enforcement agencies, prosecutors, government agencies, judicial secretaries, judges and the public relating to traffic infraction and misdemeanor cases;
* Prepares and distributes copies of case files and documents as required;
* Provides attorneys with alcohol counseling and anger management pamphlets for clients;
* Assists the public with questions and directions; **10%**
* Responds to citizens’ questions and comments in a courteous and timely manner;
* Performs all work duties and activities in accordance with County policies, procedures and safety practices
* Assists the public with court related documents;
* File paper documents over the counter;
* Process some out of court cases;
* Operates office equipment;
* Creates legal forms, form letters, reports and similar materials;
* Sorts, stamps, records and files a wide variety of legal and judicial materials;
* Process all types of cases and documents presented to court in File and Serve; 20%
* Explains policies and procedures pursuant to requests of the public attorneys and other officials and departments;
* Creates case files, updates databases; **5%**
* Reviews documents presented for compliance to standards;
* Responds to correspondence;
* Balances receipts and cash incoming on a daily basis;
* Handles database management for specific areas of law; **5%**
* Sets hearing dates;
* Processes more sensitive casework;
* Sorts, processes and reviews document’s in file and serve before accepting them; **5%**
* Run reports that allows the clerk to create and issue bench warrants; **40%**
* Defaults unpaid Infraction Citations; **5%**
* Direct legal documents to the appropriate workflow path/queue. **10%**

#### Other Duties and Responsibilities

* Serves as back-up to the front counter processing criminal and civil cases;
* Performs related work as required.

## Knowledge, Skills and Abilities

Knowledge of:

* General office practices and procedures;
* Court practices, procedures and protocol.

Ability to:

* Work independently;
* 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;
* Maintain effective working relationships with elected officials, public, supervisory personnel, and fellow employees;
* Understand and follow oral and/or written policies, procedures and instructions;
* Operate a personal computer;
* Communicate effectively, verbally and in writing;
* Operate a variety of office equipment.

**Acceptable Experience and Training:**

* High school diploma/GED with course background in general office skills; and
* At least one year of office or court related experience performing similar duties; or
* Any equivalent combination of education and experience which provides the knowledge and abilities necessary to perform the work.

## Essential Physical Abilities

* Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
* Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to establish, maintain and monitor documents;
* Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computer equipment and other office equipment;
* Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work in an office setting.