Elmore County

Class Specification

# Financial Clerk -District Court

Class Code Number: 120 Pay Grade: 6

FLSA Designation: Covered/Non-Exempt Effective Date: 05/22

## General Statement of Duties

Performs in the day-to-day operations and financial functions of the Court, data quality, disbursements and end of month financial reporting and performs related work as required. Performs a variety of clerical duties as needed to expedite the receiving and reviewing of documents through File and Serve; Processes case pleadings notes in the data management system

## Classification Summary

The principal function of an employee in the class of Financial Clerk is to enforce financial policy and procedures under the direction of the District Court Supervisor and review documents submitted through File and Serve. The nature of the work requires the employee have the ability to perform repetitive and tedious work, with great attention to accuracy and detail. The principal duties of this class are performed in a general office environment.

**Examples of Work** (Illustrative Only)

### Essential Duties and Responsibilities

1. Implements policies and procedures directed by the District Court Supervisor and consistent with Court system practices and legal guidelines;
2. Responsible for reviewing filings to ensure that the electronic court record is fully legible and with proper viewing access designations.
3. Files various documents received by the Court;
4. Ensures appropriate filing fees, copy and mailing fees, are paid and noted.
5. Retrieves files requested by the court staff;
6. Generates documents as needed for case files;
7. Assists in Maintaining the hard copy filing system; boxes and transfers closed files to LEB for storage;
8. Documents files that are destroyed;
9. Provide training to other clerks in accordance with Court business processes, as needed;
10. Develops and maintains effective working relationships with outside agencies and participates in various support networks consistent with the goals of the court system;
11. Provides administrative assistance to District Court Supervisor, other county departments, outside agencies and the public;
12. Process Restitution and Month End Disbursements;
13. Perform daily Odyssey financial adjustments;
14. Run financial reports in Odyssey to keep all accounts up to date;
15. Provide back-up assistance, as needed, to other Clerks
16. Serves as liaison to Supreme Court regarding computer issues, as needed;
17. Take minutes for Clerk meetings;
18. Responds to citizens’ questions and comments in a courteous and timely manner;
19. Performs all work duties and activities in accordance County policies, procedures and safety practices.

#### Other Duties and Responsibilities

1. Cross train with Jury Clerk to perform as back up Jury Commissioner;
2. Facilitates equipment repairs;
3. Answers questions, assists in public access requests and/or record reviews;
4. Performs other related duties as required.

## Required Knowledge, Skills and Abilities

Knowledge of:

1. General office practices and procedures;
2. Records keeping and filing systems;
3. Money collection and end of day balancing;
4. Interrelationships of all County departments.

Ability to:

1. Effectively plan, organize, and balance the financial activities of employees performing diverse duties;
2. Successfully oversee the day-to-day operations of financial functions with minimal input from Supervisor;
3. Interpret and apply the financial functions, responsibilities, processes and procedures of the front office;
4. Follow Court practices, procedures and protocol;
5. Follow laws and regulations pertaining to court functions;
6. Learn Legal terminology. processes, procedures and statutes;
7. Constructively support team building and effectively continue team culture for all staff;
8. Maintain proficiency of front office functions to assist other office staff in various functions as needed;
9. Provide customer service in a courteous manner;
10. Communicate effectively, both orally and in writing;
11. Maintain effective working relationships with other County employees and departments, state and local elected officials and the public;
12. Understand and follow oral and/or written policies, procedures and instructions;
13. Operate a variety of standard office equipment, personal computer and customized software, and email;
14. Make sound and reasonable decisions in accordance with laws, ordinances, regulations and established procedures;
15. Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
16. Integrity, ingenuity and inventiveness in the performance of assigned tasks to find efficient processing in compliance with rules and regulations.

**Acceptable Experience and Training:**

1. High school diploma or equivalent general educational development (GED) certification with course work in general office skills; and
2. At least two years previous office experience performing financial transactions and other various functions, preferably with court related experience; OR
3. Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

**Essential Physical Abilities**

1. Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively on the telephone, in writing, and in person;
2. Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to perform the essential functions of the job;
3. Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computer equipment and other office equipment;
4. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work in an office setting.
5. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work in an office setting and lift and carry boxes weighing up to 20 lbs.