



## **JOB DESCRIPTION**

TITLE: JUSTICE COURT CLERK

FLSA STATUS: PART-TIME/FULL-TIME

SUPERVISORY STATUS: NON-SUPERVISORY

DEPARTMENT: JUSTICE COURT

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## **JOB SUMMARY**

The Justice Court Clerk will be responsible for organizing and maintaining court docket files for Blanding Justice Court. The position also provides clerical skills for the Justice Court Judge. Performs a variety of clerical duties as required to expedite the preparation and processing of court cases, records and reports.

## **MINIMUM QUALIFICATIONS**

Must pass a criminal background check. Cannot have any immediate family or significant others with direct and or active involvement in the court system, docket, and activity.

High school diploma and three (3) years experience preferred in record keeping, filing and customer service. Working knowledge of standard office practice and procedures, including personal computer. Ability to demonstrate skill in human relations and interpersonal communications.

## **ESSENTIAL FUNCTIONS**

- Clerical Duties, such as typing, correspondence, general filing, inventory of office supplies, scheduling court appearances.
- Keep the docket file current in terms of posting necessary forms, evaluation, probation and monies.
- Computer literate to aid in docket management, docket entry, and reports.
- Must have the skills necessary to accurately transcribe minutes of court procedures.
- Receives filing fees accounts for and transmits fees for deposit; issues summons, subpoenas and writs of execution; docket returns on writs; verifies witness fees; maintains courts docket and the judicial calendar.
- Types, compiles and files minutes and other court related documents; gathers data needed to prepare statistical reports and summaries of court activities.

- Receives fines, forfeitures and fees on traffic, and other citations; keeps daily dockets on monies received; responds to telephone and public inquiry and deals with the public on a daily basis.
- Coordinates the Bailiff schedule with the police department.
- Maintains liaison and communication with agencies associated with the criminal justice system such as police departments, city attorney's office, bail bondsman companies, public defenders offices, private attorney's, probation and treatment providers, jails, district court, other justice courts, and city office.
- Monitor defendants' compliance with sentencing and judgements and notifies the Judge and all applicable parties when a defendant is non-compliant.
- Maintains all Court tech information including WebEx scheduling and hearings, Google Sheets, Court recordings, and information on the Blanding City Justice Court website.
- Answers telephone calls and assists members of the public at the front counter. Handles and processes a large amount of email and mail.
- Complete ongoing training with the Administrative Office of the Courts (AOC) to achieve and maintain their required COURT certification.
- May be exposed to high stress situations, including contact with the public in confrontational, emotionally charged and uncomfortable circumstances.

## **KNOWLEDGE, SKILLS & ABILITIES**

- Must be able to maintain confidentiality on sensitive matters.
- Must have exceptional interpersonal skills that demonstrate respect, integrity, courtesy, and kindness towards fellow workers, customers, and the public. Work situations may be stressful at times.
- Excellent communication and customer service skills. The ability to communicate effectively both verbally and in writing.
- Experience with standard computer software programs and operation of standard office machines including but not limited to windows based computer systems, copy machine, fax machine, and 10-key calculator with knowledge of office practices, procedures.
- Ability to learn new programs quickly with the ability to perform work with speed and accuracy while multitasking and working within strict time frames.
- Ability to learn legal and court document formats and the ability to learn criminal and civil law as it applies to the court process.
- Understands and carries out oral and written instructions. Accurate record keeping and file management. Creates forms, reports, and files using various computer software programs.
- Basic math calculations.
- Must maintain professionalism in the courtroom at all times.
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## **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.

- Prepare, compose, assemble and type correspondence, reports, and other documents using computers and other office equipment.
- Ability to work in a busy office environment.
- Operate a computer and its various programs.

### **WORKING CONDITIONS**

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. This is an in-person position.

### **EDUCATION & EXPERIENCE**

- Must be a graduate from high school.
- College education and/or college degree preferred.
- Three (3) years of experience preferred in record keeping, payments, customer service, office management.
- Must conduct oneself with a high standard of professional ethics.
- Must pass a criminal background check.