

Owyhee County

Court Clerk

Class Code Number: Non-Exempt/Covered
Pay Grade: 5

Effective Date: 1/1/21

General Statement of Duties

Prepares, processes, records, and files information dealing with Court proceedings; performs related work as required. In-Court Clerk duties including recording and minutes.

Classification Summary

The principle function of an employee in this class is to process Court information such as preparing new case files for Court, processing citations, preparing court minutes, contacting relevant parties concerning Court hearings, as well as performing other clerical duties. The work is performed under the direct supervision of the County Clerk. Considerable independent judgment is granted to this position, within the established guidelines. The principal duties of this class are performed in a general office environment.

Examples of Work (Illustrative Only)

Essential Duties and Responsibilities

- Process new case files for court through iCourt E-File and in person;
- Processes filing fees and accounts;
- Administers oaths, swearing in Prosecuting Attorney, witnesses, jurors, and bailiff;
- Takes court minutes;
- Contacts attorneys, law enforcement officials, INS and other interested parties concerning hearings, jury trials, fugitive warrants, and agent warrants;
- Composes routine correspondence as required by courts;
- Prepares Affidavit of Failure to Appear notice;
- Researches files for Record Checks and sending certified copies to the requesting parties;
- Ensures that the Courtroom is presentable;
- Conducts roll call, polls the jury, and keeps track of the jurors selected during jury trials;
- Answers telephone calls and in-person assisting the public with questions;
- Processes and maintains the status on all the open files, both adult and juvenile;
- Receives fees, bonds, fines, and bond forfeitures; process citations and pleadings, fines imposed, probation, incarceration, into Odyssey Navigator;
- Disperses the judgments to the defendant, defendant's attorney, restitution officer, prosecuting attorney, Department of Transportation, and to the jail;
- 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.

Other Duties and Responsibilities

- Performs other related duties as required, including traveling to Homedale Court;

Knowledge, Skills and Abilities

Knowledge of:

- Legal terminology;
- The operation of personal computer and various software applications for word processing, spread sheets, data base management and desktop publication;
- Office practices and procedures;
- English grammar and punctuation;
- Various filing and record keeping systems.

Ability to:

- Accurately complete and process paperwork;
- Communicate clearly and concisely, orally and in writing;
- Prepare accurate and grammatically correct written reports;
- Organize and prioritize documents, files, and charges;
- Learn and comprehend new laws affecting the Court each year;
- Understand and carry out oral and written directions;
- Maintain a professional demeanor during stressful situations;
- Operate a standard computer, cassette transcriber, photo copier, fax machine, and typewriter;
- Respond to citizen requests in a courteous and effective manner;
- Understand and follow oral and/or written policies, procedures and instructions;
- 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;
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- High school diploma or OED equivalency;
- Any equivalent combination of experience and training 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 office and financial records;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee operate computer and office equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work in an office setting and lift or move up to 25 pounds.