



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Court Clerk II – Civil Division</u>	NEW: <input type="checkbox"/>	REVISED: <input checked="" type="checkbox"/> <small>(Please check one)</small>
REPORTS TO: <u>Circuit Clerk</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>03/2017</u>
DEPARTMENT: <u>Circuit Clerk</u>	JOB CODE: <u>603</u>	

SUMMARY:

Under general supervision, the Court Clerk II provides support service to the Civil Division of the Circuit Clerk’s office by providing assistance to the public, entering, and processing information for Court hearings, records and other documents.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Performs clerical work and data entry in support of the Civil Division of the Circuit Clerk’s office requiring the application of Court policies and procedures.

Performs a variety of office and court support work; prepares letters, correspondence, forms and other documents; maintains copies of documents; operates computers, maintains and updates files and databases; generates computer reports; performs word processing; operates office equipment; retrieves archived records if needed; answers the division’s phone lines and e-mail and directs inquiries to the appropriate staff; assists the public by referring them to sources of information such as Court policies, procedures and regulations; prepares open items report monthly.

Receives and examines paperwork and legal documents for accuracy, completeness, and conformity to Court regulations and requirements; enters Court orders and relevant docket information; prepares and maintains Court records; examines documents and the work of others to verify data used by the Circuit Clerk’s office.

Accepts fines and fees and receipts money; maintains and updates financial records.

Pulls and prepares pleadings that are filed electronically. Prepares Court dockets to be used by the public, judges, office, and other Court staff. Schedules court dates and cases for hearings, conferring with the appropriate individuals according to established procedures.

Performs other duties as assigned.

KNOWLEDGE AND SKILL:

1. Knowledge of general office procedures and practices.
2. Knowledge of personal computers and standard software applications related to court support work.
3. Knowledge of filing and financial record keeping systems.
4. Knowledge of English grammar, punctuation and spelling; advanced skill in communicating effectively using the English language, both orally and in writing.
5. Skill in mathematics sufficient to take and receipt cash money, accurately calculate and give change, balance a cash drawer and perform calculations using addition, subtraction, multiplication and division.
6. Skill in application of State and Federal guidelines, rules and statutes to perform essential functions of position.
7. Skill in discretion and maintaining confidential information.
8. Skill in the ability to work well with other employees, court professionals and the public.
9. Ability to learn and apply court policies, procedures, documents and terminology affecting assigned functions.
10. Advanced ability to work independently and follow instructions.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs from below waist to above shoulders and transporting distances up to 50 feet.

WORK ENVIRONMENT:

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, printers and scanners, binding machines, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the

public, other Boone County and Court employees, judges, elected officials and members of other entities.

MINIMUM QUALIFICATIONS:

High School Diploma or GED equivalent, plus two years of clerical experience

PREFERRED QUALIFICATIONS:

One year of experience working in a legal environment.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.