



BOONE COUNTY JOB DESCRIPTION

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| JOB TITLE: <u>Court Clerk III</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>01/16</u> |
| DEPARTMENT: <u>Circuit Clerk – Criminal Division</u> | JOB CODE: 603 | |

SUMMARY:

Under general supervision, the Court Clerk III provides support service to the Circuit Clerk’s office by completing bond and warrant work and by supervising Court Clerk II staff for the Criminal Division.

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 Criminal Division of the Circuit Clerk’s office ; prepares letters, correspondence, forms, and other documents; maintains copies of documents; maintains and updates files and databases; generates computer reports; performs word processing; operates office equipment; answers the division’s phone lines and e-mail and directs inquiries to the appropriate staff as needed; assists the public in stressful situations referring them to sources of information such as Court policies, procedures and regulations.

Responsible for the supervision of ten (10) full-time and two (2) part-time Court Clerk II employees; serves on administrative team that develops and interprets division policies and procedures; aides in the supervision of day-to-day operations of administrative work performed in the division; monitors work performance of others to assure standards and deadlines are met; assigns docket information; receives and examines paperwork and legal documents for accuracy, completeness and conformity to Court regulations and requirements; examines documents and the work of others to verify data used by the Circuit Clerk’s office; supervises the communication between other Court offices and Circuit Clerk divisions; answers questions and handles escalated problems and situations; cross-trains in all positions and fills in when needed; supervises the scheduling of interpreters and visiting judges; supervises the processing of search warrants and returns; supervises the communication of daily docket information between the Criminal Division and the Boone

County Sheriff's Department, and ensures that urgent information is communicated in a timely manner; supervises the communication and responses from the Criminal Division email group; verifies cash logs for accuracy; reviews and maintains attendance policy as needed; approves leave requests and time sheets as needed.

Enters and maintains bond and warrant records; issues warrants and changes to bond settings, enters information into computer systems, and notifies the Boone County Sheriff's Department; updates bond forfeitures and sends out notices to the proper departments.

Prepares the monthly bond forfeiture report; maintains billing reports and the Pay by Web queue; maintains the ETR and ECH problem logs; maintains the Speedy Trial report; maintains the Open Items report for bonds.

Performs other duties as assigned.

KNOWLEDGE AND SKILL:

1. Knowledge of English grammar, punctuation, and spelling; advanced skill in communicating effectively using the English language, both orally and in writing.
2. Knowledge of personal computers and standard software applications related to court support work.
3. Advanced knowledge of filing and financial record keeping systems.
4. Advanced knowledge of Criminal Division procedures and practices.
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 supervising the work of others.
7. Advanced skill in prioritizing daily tasks.
8. Advanced skill in discretion and maintaining confidential information.
9. Advanced skill in handling high levels of stress satisfactorily and the ability to be congenial with other employees, court professionals and the public.
10. Advanced skill in the application of court policies, procedures, documents, and terminology affecting assigned functions.
11. Advanced skill in application of State and Federal guidelines, rules, and statutes to perform essential functions of position.
12. Advanced ability to train others and communicate the work standards of the division.
13. 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, 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. Due to the subject matter of the position, the employee may be subject to stressful situations and large volumes of work.

MINIMUM QUALIFICATIONS:

High School Diploma or GED equivalent, plus two years clerical or office management experience.

PREFERRED QUALIFICATIONS:

Two years working as a Court Clerk II, plus one year supervisory or management experience.

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.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)